

Disability Policy Statement

Vitruvius Management Services Limited ('the Company') are committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination. It is the Company's policy to treat all employees and applicants for employment in the same way, regardless of age, sex, marriage & civil partnership, race, disability, religion or belief, gender reassignment, sexual orientation, pregnancy & maternity. This statement should be read in conjunction with the Company's Equal Opportunities Policy.

The Company is committed to promoting equality of opportunity for people with all disabilities to ensure they receive full and fair consideration for all types of vacancies as well as for training, career development and promotion. Wherever possible the Company will retain the services of an employee who is or becomes disabled, including retraining and redeployment where reasonable and practicable.

Under the **Equality Act 2010 (Amendment) Regulations 2023**, we recognise and value the diverse nature of our society and wish to ensure that no personnel are disadvantaged through our employment practice, ensuring that key rights under disability law are safeguarded.

Company Practices

The Company seeks to maintain a positive working environment in which we respect each other, our employees, clients and suppliers. It is the policy of the Company that there shall be no discrimination or less favourable treatment of any person because any disability. The Company will actively review recruitment procedures, which encourage applications from, and the employment of, people with disabilities. This will include:

- Advertising certain positions in media specifically aimed at people with disabilities;
- Ensuring reasonable adjustments are made to allow candidates with disabilities to attend interview;
- The Company will interview all disabled candidates, who appear from their application form, to meet the essential criteria for the advertised position;
- The Company will consider reasonable adjustments to the physical work environment and working arrangements to ensure that disabled people are not prevented from taking up positions for which they are suitably qualified.

Employment

The Company is committed to ensuring that people with any disability have the same opportunity as other employees to career development and training in order that they may achieve their full potential within the organisation and will:

- Consider reasonable adjustments to the physical work environment and working arrangements to ensure that any employee who becomes disabled is able to stay in their current role. If staying in their current role is not considered possible the Company will consider retraining and redeployment to another suitable position whenever reasonable and practicable.
- Encourage the participation of disabled employees to ensure that, wherever possible, employment practices recognise and meet their needs and actively consults disabled employees regarding action to make sure they develop and use their abilities at work.



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Responsibilities

If any employee with a disability feels that he or she has been treated in a way that is contrary to this policy statement, the issue should be raised with their line manager or with Human Resources.

- The Managing Director is responsible for establishing this policy across the Company.
- The Managing Director, Senior Managers and Managers are responsible for implementing this policy within the businesses and to ensure that all staff are fully aware of diversity and inclusion.
- Managers must ensure that all their direct staff are aware of their responsibilities in relation to this policy and respond to any allegations of a breach.
- All members of the Company team are integral to the effectiveness of this policy and will seek to practice it in all aspects of their work and take personal responsibility for their behaviours and actions which will always be in support of the spirit and substance of this policy. If any unfair, discriminatory or disrespectful treatment is witnessed, it will be reported to line management, if an individual feels that they have been the victim of such treatment within the workplace.

The Company will strive to achieve and maintain an ongoing awareness through communication and development of policies and procedures which are fair, consistent, legally compliant and follow best practice.

This policy is in line with our documented and implemented 'Integrated Management System' and has been established, agreed and endorsed by the Directors of Vitruvius Management Services Limited.



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