

# CHRISTIE'S

## REASONABLE ADJUSTMENTS POLICY (UK)

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## 1. About this policy

- 1.1 We are committed to fostering an inclusive and diverse working environment. This policy outlines the company's commitment to making reasonable adjustments for employees and job applicants with disabilities or significant health conditions, ensuring they are not disadvantaged in any aspect of their employment or recruitment.
- 1.2 This policy applies to:
- (a) all employees, consultants, contractors, volunteers, interns, casual workers and agency workers; and
  - (b) job applicants during the recruitment and selection process.
- 1.3 If you have any suggestions for how this policy could be improved, including any suggestions regarding the language used in the policy, please contact MyHR-EMEA@christies.com. We also encourage all employees with disabilities to speak to their line manager or HR about what words they would like to be used when talking about their disability.
- 1.4 This policy does not form part of any employee's contract of employment. We may amend it at any time.

## 2. Principles

- 2.1 We recognise that each individual's circumstances are unique, and we commit to:
- (a) providing reasonable adjustments in a timely manner;
  - (b) engaging in dialogue with individuals about their specific needs;
  - (c) ensuring adjustments do not compromise our company standards, where possible;
  - (d) maintaining confidentiality regarding medical or personal information shared;
  - (e) regularly reviewing adjustments to ensure continued relevance and effectiveness.

## 3. Our duties

- 3.1 The Equality Act 2010 requires us to make reasonable adjustments for any employee or worker who has a disability.
- 3.2 A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities. "Substantial" means more than minor or trivial and "long term" means lasting 12 months or more.

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- 3.3 Our duty to make reasonable adjustments arises where a disabled person is placed at a substantial disadvantage (compared to people who are not disabled) because of any provision, criterion or practice we apply, any physical feature of our work environment, or the absence of an auxiliary aid.
- 3.4 Just because one disabled person is placed at a disadvantage by a particular matter, it does not mean that every disabled person will be affected in the same way. Our duties may therefore differ from person to person.
4. **Responsibilities**
- 4.1 **Line Managers**
- (a) actively consider and implement reasonable adjustments for all relevant individuals;
  - (b) liaise with HR and the individual to ensure reasonable adjustments are delivered effectively;
  - (c) monitor the impact of adjustments and address any issues as they arise.
- 4.2 **Human Resources (HR)**
- (a) provide guidance to managers on implementing reasonable adjustments for employees, workers, and contractors;
  - (b) maintain up-to-date records of requests and agreed adjustments;
  - (c) ensure compliance with the Equality Act 2010;
  - (d) review adjustments periodically and offer support where necessary.
- 4.3 **Employees and workers**
- (a) inform their line manager or HR of any adjustments needed;
  - (b) engage in discussions regarding the nature of the adjustments and their impact;
  - (c) ensure proper use of any provided equipment or modifications.
- 4.4 **Job applicants**
- (a) inform Recruitment of any adjustments required during the recruitment process;
  - (b) provide relevant information on how the adjustments will assist in accessing the recruitment process.

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## 5. What is a reasonable adjustment?

5.1 A reasonable adjustment involves making a change to the way we would usually do things, or a change to the physical working environment, to avoid a disabled person being disadvantaged. This means that a disabled individual receives more favourable treatment than someone who is not disabled, in order that we treat them fairly and in accordance with our duties under the Equality Act 2010.

5.2 A reasonable adjustment is unique to the individual. However, here are some examples of adjustments which it may be reasonable for us to make:

- (a) workplace adjustments: modifications to physical spaces (e.g., ramps, lifts, lighting, furniture);
- (b) flexible working arrangements: adjusted working hours, working from home, or part-time arrangements;
- (c) adjustments to job role: redistribution of duties, provision of equipment or assistive technologies, job re-design;
- (d) recruitment process adjustments: ensuring accessibility in interviews, application processes, and tests;
- (e) training and development: providing access to learning materials in accessible formats or additional support during training.

5.3 This is not an exhaustive list, and not all of the above adjustments will necessarily be reasonable or practical in a given situation.

## 6. When reasonable adjustments will be considered, and making a request

6.1 If you notify us that you have a disability, we will discuss with you whether any adjustments may be needed.

6.2 We will ask any job applicants whether they need any adjustments to the recruitment process. We will also ask successful candidates to let us know if they believe they need any adjustments on joining.

6.3 If you wish to request an adjustment, you should direct your request to your line manager or HR, using the Request for Reasonable Adjustments form.

## 7. How potential adjustments will be considered

7.1 Requests for reasonable adjustments will be considered on a case by case basis, taking into account the particular disability and role of the individual. We aim to discuss any potential adjustments with you, to agree what arrangements will be made.

7.2 In considering whether a particular adjustment should be made, we will take into account the following:

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- (a) how effective the adjustment would be in removing or reducing the disadvantage experienced by the affected person;
- (b) how practical it would be for us to make the adjustment, including any impact on other personnel or on business activities; and
- (c) the cost of the adjustment and available resources, including any external funding or other assistance which may be available;
- (d) the aim of any reasonable adjustment is to minimise the disadvantage the disabled person would otherwise experience. It would not be reasonable to make an adjustment if it would not be effective. There may be circumstances in which it would be reasonable to make more than one adjustment, or a combination of adjustments, and we will consider this.

7.3 In some cases, we may need to take medical advice (including from our Occupational Health provider) or other expert advice in considering whether any particular adjustment(s) should be made. If this arises, we will discuss it with you.

## 8. Complaints about adjustments

8.1 If you have a complaint that a reasonable adjustment has not been made, or this policy has not been applied properly, you may use the grievance procedure.

## 9. Confidentiality and support

9.1 All discussions and information regarding a disability or health condition will be treated confidentially and shared only with relevant individuals who need to be involved in the reasonable adjustments process.

9.2 You also may wish to use our Employee Assistance Programme. This is a confidential service operated by a third party organisation. Christie's will not know that you have contacted them, or anything that you say.

9.3 We expect all staff to be supportive of colleagues who have a disability or health condition. Anyone should feel able to discuss their disability in the workplace without fear of being disadvantaged or discriminated against in any way. Please refer to our Global Respect and Inclusion Policy, and to Christie's Equality Policy – UK. Bullying or harassment in connection with disability will be treated as a disciplinary matter in accordance with our Disciplinary Policy. If you believe that you have suffered a detriment following a disclosure of a disability (for example, being overlooked for a promotion) then you should contact a member of the HR Department or, if you prefer, report this through Speak Up.

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## Request for Reasonable Adjustments Form

The guidelines below (and form) are here to help you make a request for reasonable adjustments in relation to a disability or long-term health condition. This should be shared with your Line Manager and HR to ensure your work set up is appropriate and to facilitate regular reviews.

### Worker Guidelines

1. Please complete the form below to document your specific needs for workplace adjustments due to a disability.
2. Please provide as detailed, relevant and specific information as you can including assistive technology, ergonomic considerations and any other relevant adjustments.
3. Please keep a copy for your reference.
4. Please share the request with your manager for review & consideration with HR.
5. Once the plan has been agreed and implemented ensure regular and timely review with your manager to assess effectiveness, updating as necessary.

### Manager Guidelines

1. Review the requirements submitted by your worker.
2. Discuss the requirements with worker to ensure you understand clearly what they need.
3. Collaborate with relevant departments to implement the necessary adjustments (HR, CTG, Operations etc).
4. Ensure worker has scheduled regular check-ins to assess effectiveness and address any new requirements.
5. Ensure confidentiality is maintained regarding the worker's disability related information.

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Request for Reasonable Adjustments Form:

Worker's Name \_\_\_\_\_

Date of Submission \_\_\_\_\_

Description of disability or health condition

*(Please give a brief description of your disability or health condition that requires workplace accommodations)*

Specific Adjustment Requirements

*(Please list your specific accommodation requirements below. Include details on assistive technologies, ergonomic considerations, environmental modifications, or any other relevant adjustment). Please include any suggestions on their implementation*

1.

2.

3.

Additional Information

*(Please provide any additional information that you believe would be helpful for your manager to understand your adjustment needs)*

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Signed by

Employee \_\_\_\_\_

Manager \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_