



Reasonable Adjustment Policy

Purpose

WHARTON SUSTAINABLE SOLUTIONS is committed to providing an inclusive and supportive workplace. Where appropriate, the Company will make reasonable adjustments to help employees, trainees, interns or job applicants perform their duties or participate in Company activities fairly and effectively.

Scope

This Policy applies to all employees, trainees, interns, apprentices and learners participating in training programmes conducted by WHARTON SUSTAINABLE SOLUTIONS.

Policy

WHARTON SUSTAINABLE SOLUTIONS is committed to providing reasonable adjustments, wherever practicable, to support employees and learners with disabilities or other genuine needs.

Any requests for reasonable adjustments will be assessed on an individual basis based on this, and dependent on the nature of work or training involved, health and safety implications etc.

Such reasonable adjustments do not diminish the integrity of the learning outcomes, assessment requirements, competencies or statutory obligations.

In handling all requests, fair treatment, consistency and respect for confidentiality shall be observed.

Roles and Responsibilities

Employees should inform HR or their Reporting Manager if they require a reasonable adjustment and provide relevant information where required.

Each request is reviewed by HR in consultation with the Reporting Manager, categorised into what type of changes are necessary and recorded for documentation.

Any approved amendments shall be assisted by managers to help regional teams conduct various reviews.

Confidentiality

All requests and related information will be handled confidentially and shared only with persons involved in assessing or implementing the adjustment.

Signed by **CEO/MD**


Shadab Ahmed Ghazaly