



WPP DISABILITY POLICY

1. Introduction

- 1.1. WPP is committed to fostering a culture of diversity and inclusion, and to offering equal opportunities for all employees, regardless of whether or not they have a disability
- 1.2. We believe that a workplace should be safe and civilised; we will not tolerate harassment, discrimination or offensive behaviour of any kind, which includes the persistent demeaning of individuals through words or actions, the display or distribution of offensive material, or the use or possession of weapons on WPP or client premises.
- 1.3. We recognise that ensuring equal opportunities for people with disabilities may involve adjustments being made to the working environment or other employment arrangements. These adjustments will be made wherever reasonable, within a reasonable time frame and in consultation with the employee.

2. Recruitment, selection and promotion

- 2.1. We recruit, select and promote our people on the basis of their qualifications, relevant experience, and merit, without discrimination or concern for disability.
- 2.2. Job specifications will be limited to those requirements that are necessary for the effective performance of the job.
- 2.3. Candidates will be assessed objectively against the requirements of the job, taking account of any reasonable adjustments that may be required for candidates with a disability.

3. Medical data

- 3.1. It may be necessary to request a medical, vocational or functional assessment of the employee in relation to disability.
- 3.2. We will ensure that individuals' personal data, including data relating to their health, is handled in accordance with its data protection policy on processing special categories of personal data. Any breach of confidentiality will be treated very seriously and dealt with under our disciplinary procedure.

4. Your responsibility

- 4.1. Employees should inform us if they believe they have a disability that may disadvantage them. Managers have a responsibility to be alert to the possibility that an employee may have a disability and that it may be necessary to make reasonable adjustments.
- 4.2. Every employee has a personal responsibility to comply with this policy and to

do their best to ensure that it is adhered to in our day-to-day work. Employees must not discriminate or help others to do so in contravention of this policy.

- 4.3. Disciplinary action will be taken against any employee who is found to have committed an act of disability discrimination. Any serious breaches of this policy or harassment of a disabled person for a reason related to his/her disability will be treated as gross misconduct.

5. Reporting a complaint

- 5.1. If you believe that discrimination and/or harassment is taking place, you should in the first instance speak to the person responsible.
- 5.2. If you are not comfortable talking to the offender, you should speak to your line manager, Head of Department, or HR team.
- 5.3. You can also report your concerns through our **Right to Speak** helpline, which is free and confidential, and allows anyone to raise their concerns anonymously and confidentially.
- 5.4. All allegations of discrimination or harassment will be taken seriously and investigated appropriately.