Inclusive workplace policy starter pack

This is not legal advice. Signposts to trusted sources and good practice have been included throughout.

Disability, health and inclusion

This starter pack helps employers put clear, inclusive workplace policies in place without starting from scratch.

It focuses on clarity and practicality, helping you meet legal expectations while creating a fair, supportive working environment for your team.

You can use these policies as:

· A starting point for your business

· Documents to adapt with employee input

· A reference when making decisions about health, disability and inclusion

Policy checklist – what most employers should have

You don't need dozens of policies. Most employers benefit from having the following core documents in place:

1. Equality, Diversity and Inclusion Policy

2. Reasonable Adjustments Policy

3. Sickness Absence and Attendance Policy

4. Flexible Working Policy

5. Dignity at Work / Anti-Bullying and Harassment Policy

6. Health and Safety Policy

7. Data Protection and Confidentiality Policy

These policies work together to support fairness, consistency and legal compliance.

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What each policy is for

Equality, Diversity and Inclusion Policy

Sets out your commitment to fair treatment and non-discrimination. It explains how inclusion is embedded in everyday working practices.

Why it matters:

Demonstrates legal compliance and sets expectations for behaviour and decision-making.

Reasonable Adjustments Policy

Explains how employees can request adjustments and how decisions are made.

Why it matters:

Helps ensure adjustments are handled fairly, consistently and legally.

Sickness Absence and Attendance Policy

Outlines how absence is recorded, managed and supported – including long-term or recurring health conditions.

Why it matters:

Prevents inconsistent treatment and protects against discrimination arising from disability.

Flexible Working Policy

Explains how employees can request flexible arrangements and how requests are considered.

Why it matters:

Flexibility is a common reasonable adjustment and supports staff retention and wellbeing.

Dignity at Work / Anti-Bullying and Harassment Policy

Sets expectations for respectful behaviour and how concerns can be raised.

Why it matters:

Creates a safer environment for disclosure and protects employees from unfair treatment.

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Health and Safety Policy

Explains how you protect employee health, safety and welfare at work.

Why it matters:

A legal requirement for most businesses and essential for managing physical and mental health risks.

Data Protection and Confidentiality Policy

Explains how personal and health information is handled.

Why it matters:

Health data is sensitive and must be managed lawfully and confidentially.

Tips for keeping policies simple for employers

- Keep language simple and practical
- Avoid copying large corporate policies
- Focus on how decisions are made, not just rules
- Make policies easy to find and understand
- Review policies regularly as your team grows
- Where possible, involve employees in shaping or reviewing policies

Policies work best when people understand them and feel they reflect real working practices.

Making policies work in practice

Policies should support conversations, not replace them.

Good practice includes:

- Talking policies through with managers
- Using them as a guide, not a barrier
- Reviewing how policies work in real situations
- Updating policies when issues arise or legislation changes
- Reviewing policies on a regular basis

Clear policies protect both your people and your business.

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