# Accessibility Statement

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| Document type | Policy |
| Document owner | Ignite Talent Group Ltd |
| Approved by | Nicholas Ryan, Director |
| Date approved | 12 June 2026 |
| Next review | June 2027 |

This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

# Accessibility Statement

Ignite aims to make its website and digital communications accessible, usable and inclusive for candidates, workers, clients and other website users.

## Purpose

This statement sets out Ignite's commitment to digital accessibility and to removing avoidable barriers where practicable.

It is intended for website publication and should be kept under review as the website develops.

## Scope

This statement applies to Ignite websites, public policy documents and online recruitment information controlled by Ignite Talent Group Ltd or relevant group entities.

## Policy commitments

- Use clear, readable language on website policy and recruitment pages.
- Avoid unnecessary barriers for disabled users or users of assistive technology.
- Consider accessibility when publishing documents, forms and job information.
- Respond to accessibility feedback in a reasonable and constructive way.
- Review website accessibility periodically.

## Responsibilities

### Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

### Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

### Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

## How this policy is applied

### Website design and content

Website content should be structured with headings, meaningful links, adequate colour contrast, readable fonts and accessible forms where practicable.

- Avoid image-only text for important information.
- Use descriptive link text.
- Keep policy downloads readable and searchable.

### Documents and PDFs

Public PDF policies should be generated from structured Word documents where practicable. Large scanned PDFs should be avoided for public policy documents where text can be provided in accessible formats.

- Use meaningful headings.
- Avoid excessive decorative elements.
- Keep font size readable.

### Recruitment accessibility

Candidates who require reasonable adjustments in recruitment processes should be able to raise this with Ignite. Consultants should respond respectfully and escalate as needed.

- Record adjustment requests appropriately.
- Do not ask unnecessary medical questions.
- Protect confidentiality.

### Feedback and improvement

Accessibility feedback should be directed to compliance@ignitetalentgroup.co.uk or through the website contact route.

- Log feedback.
- Prioritise fixes based on impact and feasibility.
- Review after website redesigns.

## Records and evidence retained

- Accessibility review notes.
- Website issue logs.
- Accessibility feedback and actions.
- Document publishing checks.
- Reasonable adjustment request records where applicable.

## Reporting concerns

Questions, concerns or requests for further information should be raised through the relevant manager or through the group compliance contact at compliance@ignitetalentgroup.co.uk.

Concerns involving wrongdoing, unsafe practice, exploitation, bribery, unlawful discrimination, data protection or serious non-compliance may also be escalated under the Whistleblowing and Speak-Up Policy.

## Approval and review

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| Approved by | Nicholas Ryan |
| Position | Director |
| For and on behalf of | Ignite Talent Group Ltd |
| Date approved | 12 June 2026 |
| Approval method | Approved electronically |
| Next review | June 2027 |