



Accessibility Policy

Practice Capital is committed to providing accessible, inclusive and respectful services to clients, partners, contractors, employees and other stakeholders.

As a small sustainability management consultancy, we recognise that accessibility is part of responsible business practice. We aim to ensure that people with disability can access our services, communications, meetings, events and digital content in a fair and practical way.

1. Purpose

The purpose of this policy is to support equal access to Practice Capital's services and workplace by identifying, reducing and, where reasonably practicable, removing barriers for people with disability.

2. Scope

This policy applies to:

- our employees, contractors and representatives;
- client services and project delivery;
- meetings, workshops, events and consultations;
- websites, documents, presentations and other digital materials;
- recruitment, onboarding and internal workplace practices.

3. Legal and Standards Context

Practice Capital seeks to act consistently with relevant Australian laws and guidance, including the **Disability Discrimination Act 1992 (Cth)**, which makes disability discrimination unlawful in areas including employment, access to premises, and the provision of goods, services and facilities.

Where Practice Capital provides digital content or services, we will aim to follow recognised accessibility guidance, including the Web Content Accessibility Guidelines, with a practical target of WCAG 2.2 Level AA where reasonably achievable.

4. Our Commitments

Practice Capital will:

1. Treat people with disability with dignity, respect and fairness.
2. Make reasonable adjustments where needed and practicable.
3. Consider accessibility when preparing reports, proposals, presentations, websites, forms and other client-facing materials.
4. Provide information in alternative formats where reasonably requested, such as accessible PDFs, Word documents, plain language summaries or captioned online meeting materials.
5. Choose accessible meeting formats and venues where practicable.
6. Support accessible online meetings, including captions, clear agendas, breaks and inclusive facilitation.



7. Consider accessibility in recruitment, onboarding and workplace participation.
8. Encourage feedback about accessibility barriers and respond promptly and constructively.

5. Digital Accessibility

Practice Capital will aim to ensure that digital content is accessible by:

- using clear structure, headings and plain language;
- providing meaningful alternative text for important images;
- ensuring sufficient colour contrast;
- avoiding reliance on colour alone to communicate meaning;
- using accessible document templates where possible;
- ensuring links are descriptive;
- captioning or providing transcripts for important video or audio content where practicable;
- testing key public-facing digital materials for accessibility before publication where reasonably possible.

6. Reasonable Adjustments

Practice Capital will consider requests for reasonable adjustments on a case-by-case basis. Adjustments may include changes to communication format, meeting arrangements, delivery methods, deadlines, technology, workplace practices or physical access arrangements.

Where a requested adjustment is not reasonably practicable, Practice Capital will discuss alternative options in good faith.

7. Responsibilities

All Practice Capital personnel are responsible for supporting accessible and inclusive practice.

The Practice Capital leadership team is responsible for:

- maintaining this policy;
- considering accessibility in business systems and client delivery;
- responding to accessibility feedback or complaints;
- reviewing accessibility practices periodically.

8. Feedback and Complaints

Practice Capital welcomes feedback about accessibility. Feedback, requests for adjustments or complaints can be made by contacting:

Practice Capital

Email: info@practicecapital.com.au

We will aim to respond to accessibility feedback promptly, respectfully and confidentially.



9. Review

This policy will be reviewed periodically, or sooner if there are significant changes to Practice Capital's services, systems, legal obligations or accessibility guidance.

Approved by: Practice Capital

Effective date: 10.01.2026

Review date: 10.01.2028