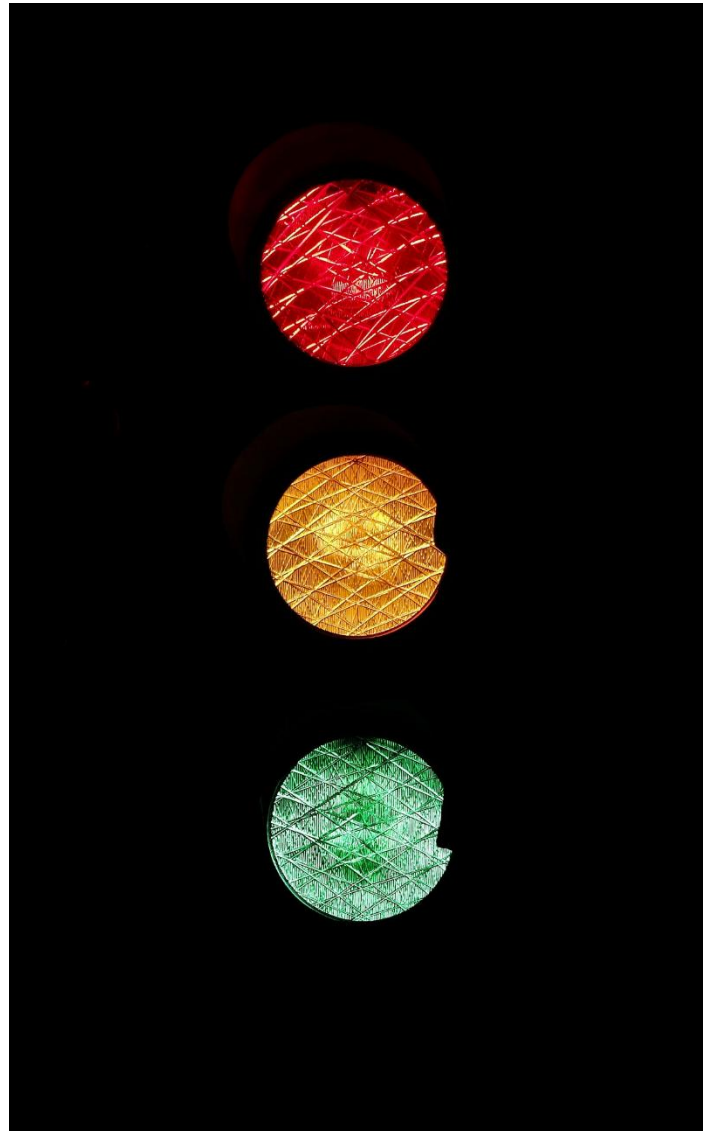


---

# Disciplinary Rules and Procedures reasonable adjustments policy statement

---



24 July 2025 (version 1)

Costs Lawyer Standards Board

CLSB  
|||

---

## 1. Purpose

The CLSB seeks to ensure that its disciplinary processes are fair and accessible to all involved, including those with physical or mental health conditions that may affect their ability to participate fully.

## 2. Scope

This policy applies to anyone engaged in a disciplinary process with the CLSB, including respondents, witnesses, panel members or case managers.

## 3. Principles

- a. **Case by case assessment.** Each request for adjustment is considered on its own merits. We weigh the nature of the need, the stage in the process and the operational capacity of the CLSB.
- b. **Proportional response.** We seek to support individuals while preserving procedural fairness and the integrity of the process.
- c. **Evidence informed.** Evidence is welcomed but not always required. We may request medical or professional input if a condition is not apparent or the impact affects the conduct or timing of proceedings.
- d. **Open and timely discussion.** We encourage early identification of needs. Where reasonable adjustments are agreed, they will be recorded and applied consistently.

## 4. Examples of Possible Adjustments

- Allowing extra time to prepare written responses
- Scheduling meetings at a more convenient time, or offering pauses during hearings
- Offering alternative venues or remote participation if travel or attendance is difficult
- Permitting an individual to be accompanied by a person providing essential support
- Presenting information in alternative formats (simpler wording, larger print or audio)
- Allowing rest breaks during meetings or hearings.

---

## 5. Requesting an adjustment

- a. **Identify a concern.** As soon as a need or potential barrier is apparent, flag this with us.
- b. **Describe the impact.** Explain how a certain aspect of the process might be affected and suggest what support would help.
- c. **Provide supporting information.** Where relevant, medical or professional evidence may help us understand the need more fully, though it is not mandatory.
- d. **Discuss and agree.** We will confirm which adjustments can reasonably be made based on the information provided.
- e. **Document what's agreed.** Any agreed adjustments will be recorded and applied throughout the disciplinary process.

## 6. During proceedings

- Identified adjustments will be applied to deadlines, timings, venue, format or support as agreed.
- If additional needs arise, raise these immediately to allow timely resolution.
- We will continue to balance individual needs against fairness to others and efficient operation of the process.

## 7. Review and adjustment

- Agreed measures will be kept under review and adapted if circumstances change.
- Where a condition affects ongoing performance, continued adjustments may be considered for remedial or supervisory arrangements.

## 8. Informal approach

The CLSB's smaller scale allows for flexibility, and we will typically respond promptly and directly to requests without formal escalation. Our aim is to maintain fairness while avoiding unnecessary complexity. If you would like help drafting a request or are

---

unsure what form of support might be appropriate in your case please let us know, we are happy to help.

**END**