

JIMGOS MAINTENANCE LTD

EQUAL OPPORTUNITIES AND DIVERSITY POLICY

Constructionline Gold Compliance Document 11

Organisation	Jimgos Maintenance Ltd
Document owner	Joseph Olugosi, Managing Director
Approved by	Joseph Olugosi, Managing Director - Signed: J.O
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CONTROLLED DOCUMENT

Document control and approval

Version	Date	Change	Author/approver
1.0	1 August 2026	Initial controlled issue	Joseph Olugosi / J.O

Important implementation note: This document becomes operational evidence only when approved, communicated, implemented and supported by the referenced records. Fields in square brackets must be completed with genuine information before submission.

Purpose and commitment

The Company provides equal opportunity and will not unlawfully discriminate in recruitment, employment, training, pay, promotion, work allocation, discipline, dismissal, procurement or service delivery.

Scope

This policy applies to all directors, employees, workers, agency staff, apprentices, consultants and subcontractors working for or on behalf of Jimgos Maintenance Ltd, at offices, client premises, occupied homes, construction sites, vehicles, remote locations and work-related events.

Responsibilities

- The Managing Director provides leadership, resources and annual approval.
- The Responsible Person maintains the system, records, training and monitoring.
- Managers and supervisors plan work, brief teams, verify controls and stop unsafe or non-compliant work.
- Every worker must follow the policy, report concerns promptly and cooperate with investigations.
- Subcontractors must meet equivalent standards and provide evidence when requested.

Policy requirements

- Decisions are based on objective, job-related criteria.
- Protected characteristics under the Equality Act 2010 are respected.
- Reasonable adjustments are considered promptly for disabled applicants, workers and service users.
- Recruitment language, shortlisting and interview records will be fair and auditable.
- Harassment, victimisation, retaliation and discriminatory instructions are prohibited.
- Suppliers and subcontractors are expected to support equivalent standards.

Operating procedure

1. Define objective role criteria and advertise accessibly.
2. Use consistent selection questions and more than one reviewer where practicable.
3. Ask about adjustments separately from merit decisions.
4. Record decisions and securely monitor anonymised outcomes where proportionate.
5. Address complaints under the grievance/harassment procedures.
6. Review pay, training, work allocation and progression for unjustified disparities.

Records, monitoring and review

Recruitment, adjustments, complaints, training and anonymised monitoring records are retained securely under the retention schedule.

Performance is reviewed at least annually and after any significant incident, legal change, complaint, audit finding or material change in operations. Corrective actions are allocated, tracked and closed.

Approval

Name	Role	Signature	Date
Joseph Olugosi	Managing Director	J.O	1 August 2026