

JIMGOS MAINTENANCE LTD

FAIRNESS, INCLUSION AND RESPECT POLICY

Constructionline Gold Compliance Document 20

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 will create a workplace and service culture where everyone is treated fairly, included in decisions affecting them and respected, including workers, subcontractors, tenants, clients and members of the public.

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

- No bullying, intimidation, exclusion, discriminatory banter, harassment or retaliation.
- Use respectful language and reasonable adjustments; respect religious and cultural needs where practicable.
- Allocate work, overtime, training and opportunity transparently.
- Consult workers and enable concerns without fear.
- Set professional conduct expectations in occupied homes and digital communications.

Operating procedure

1. Leaders model expected behaviour and address poor conduct promptly.
2. Induct and brief all personnel; assess psychosocial and lone-working risks.
3. Offer informal resolution only where safe and freely chosen; preserve formal routes.
4. Investigate complaints fairly and confidentially.
5. Monitor themes in complaints, turnover, work allocation and training.
6. Take corrective and disciplinary action where substantiated.

Records, monitoring and review

Training, complaints, adjustments, action plans and anonymised monitoring are retained securely and reviewed for improvement.

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