

Equal Opportunities Policy

Conson FM Consulting Limited

Policy Statement

Conson FM Consulting Limited is committed to promoting equality, diversity, and fairness in all aspects of employment and work practices. We aim to provide an inclusive environment where everyone is treated with respect and has equal access to opportunities, regardless of personal characteristics.

We oppose all forms of unfair or unlawful discrimination. Decisions relating to recruitment, promotion, training, or workplace benefits are made based solely on merit, skills, and business requirements.

Scope

This policy applies to:

- Job applicants and potential applicants
- Employees at all levels
- Contractors and agency workers
- Trainees, apprentices, and work experience students
- Volunteers and anyone working on behalf of the company
- Former employees

Commitment to Equality

We are committed to:

- Ensuring equality of opportunity for all individuals
- Creating a respectful and harmonious workplace
- Preventing discrimination, harassment, and victimisation
- Meeting all legal obligations under relevant equality legislation
- Taking appropriate action where breaches of this policy occur

Our approach recognises that embracing diversity enhances creativity, employee satisfaction, and organisational efficiency.

Protected Characteristics

We provide equal opportunities regardless of:

- Gender, including gender reassignment
- Sexual orientation
- Marital or civil partnership status
- Parenthood or caring responsibilities
- Religious beliefs or political views
- Race, ethnicity, or nationality
- Disability
- Age
- Pregnancy or maternity leave
- Any other characteristic protected by law

Implementation

The Owner and management team are responsible for ensuring the effective implementation of this policy. All employees are expected to support this policy and contribute to an inclusive workplace. Key actions include:

- Communicating the policy to all employees, applicants, contractors, and partners
- Including equality responsibilities in job descriptions and work objectives
- Providing equality and diversity training, including induction and management training
- Ensuring fair and non-discriminatory recruitment and promotion processes
- Requiring subcontractors, suppliers, and partners to comply with our equality standards
- Allocating sufficient resources to support equality initiatives

Monitoring and Review

We will maintain systems to monitor the effectiveness of this policy and regularly review it to ensure continuous improvement.

Raising Concerns and Complaints

Employees who believe they have experienced discrimination, harassment, or victimisation are encouraged to raise their concerns promptly through our grievance procedures.

- Complaints will be handled confidentially, seriously, and quickly
- Employees will be protected from retaliation or victimisation for raising genuine concerns
- Breaches of this policy may result in disciplinary action, up to and including dismissal

Review and Communication

This Quality Policy is reviewed at least annually to ensure it remains relevant and effective. It is communicated to all employees and made available to clients and other interested parties.

Signed:

X

A handwritten signature in black ink, appearing to read "David Woodford", written over a horizontal line.

David Woodford
Owner

Date: 10th October 2025