LEON GUARDING

EQUAL OPPORTUNITIES POLICY

EQUAL OPPORTUNITIES POLICY POL04 – JAN 2026, Issue 5

LEON GUARDING & FM LTD
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SIA APPROVED CONTRACTOR

EQUAL OPPORTUNITIES POLICY

It is our policy not to discriminate against its workers on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership or the fact that they are a part-time worker or a fixed-term employee. Our workers and applicants for employment shall not be disadvantaged by any policies or conditions of service which cannot be justified as necessary for operational purposes. LEON GUARDING & FM LIMITED shall, at all times, strive to work within legislative requirements as well as promoting best practice. LEON GUARDING & FM LIMITED management's long-term aim is that the composition of our workforce should reflect that of the community and that all workers should be offered equal opportunities to achieve their full potential. We are committed to a programme of action to make this policy effective and to bring it to the attention of all workers. The principle of non-discrimination and equality of opportunity applies equally to the treatment of visitors, clients, customers and suppliers, by members of our workforce and also, in some circumstances, ex-employees.

This policy applies to LEON GUARDING & FM LIMITED employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants and volunteers who are not our employees, but who work at LEON GUARDING & FM LIMITED.

All workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, whether junior or senior to them. In some situations, LEON GUARDING & FM LIMITED may be at risk of being held responsible for the acts of individual members of staff and will not therefore tolerate any discriminatory practices or behaviour.

The Directors have overall responsibility for the effective operation of LEON GUARDING & FM LIMITED equal opportunities policy and for ensuring compliance with the relevant statutory framework prohibiting discrimination. Those working at a management level have a specific responsibility to set an appropriate standard of behaviour, to lead by example and to ensure that those they manage adhere to the policy and promote the aims and objectives of LEON GUARDING & FM LIMITED with regard to equal opportunities. To facilitate this process, managers will be given training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

All members of staff are responsible for the success of this policy and must ensure that they familiarise themselves with the policy and act in accordance with its aims and objectives. If you are involved in management or recruitment, or if you have any questions about the content or application of this policy, you should contact your Line Manager to request training or further advice.

This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to termination of employment, including redundancy.

LEON GUARDING & FM LIMITED will take appropriate steps to accommodate the requirements of workers' religions, cultures, disability and domestic responsibilities.

Signed: M Shahzad *Date: 31-Jan-2026*