

Equal Opportunity Policy: Disability Confident

1. Introduction

A4 FM LTD is committed to promoting equality, diversity, and inclusion in the workplace. As part of our commitment to the Disability Confident scheme, we recognise the importance of creating an inclusive environment where individuals with disabilities are valued, respected, and provided with equal opportunities for employment and advancement. This Equal Opportunity Policy outlines our dedication to eliminating discrimination, removing barriers, and promoting positive attitudes towards individuals with disabilities.

2. Scope

This policy applies to all employees, job applicants, contractors, clients, and other stakeholders of A4 FM LTD. It covers all aspects of employment, including recruitment, training, promotion, and access to facilities and services.

3. Principles

A4 FM LTD operates under the following principles to ensure equal opportunities for individuals with disabilities:

- **Non-Discrimination:** We do not discriminate against individuals with disabilities in any aspect of employment, including recruitment, selection, training, promotion, and termination.
- **Reasonable Adjustments:** We provide reasonable adjustments and accommodations to enable individuals with disabilities to participate fully in the recruitment process and perform their roles effectively.
- **Accessibility:** We strive to make our facilities, services, and information accessible to individuals with disabilities, taking into account their specific needs and requirements.
- **Positive Action:** We take proactive measures to encourage the recruitment, retention, and career progression of individuals with disabilities, including targeted outreach and support programs.
- **Training and Awareness:** We provide training and awareness programs for employees to promote understanding, empathy, and inclusion of individuals with disabilities in the workplace.

4. Recruitment and Selection

A4 FM LTD is committed to ensuring that individuals with disabilities have equal access to employment opportunities. We will:

- Ensure that job advertisements are inclusive and free from discriminatory language.
- Make reasonable adjustments to the recruitment process to accommodate the needs of applicants with disabilities.
- Consider applications from individuals with disabilities on an equal basis with other candidates, based on their skills, qualifications, and ability to perform the job.

5. Reasonable Adjustments

A4 FM LTD will make reasonable adjustments to the workplace, practices, and procedures to accommodate the needs of employees with disabilities. This may include:

- Providing assistive technologies or equipment.
- Adjusting work schedules or duties.
- Modifying the physical environment to improve accessibility.
- Providing additional training or support.

6. Confidentiality and Disclosure

A4 FM LTD respects the privacy and confidentiality of employees with disabilities. Disclosure of disability is voluntary, and any information provided will be treated confidentially and used only for the purpose of making reasonable adjustments and providing support.

7. Monitoring and Review

A4 FM LTD will regularly review and monitor the effectiveness of this Equal Opportunity Policy to ensure compliance with Disability Confident guidelines and legal requirements. We will seek feedback from employees, stakeholders, and disability advocacy groups to identify areas for improvement and implement necessary changes.

8. Contact Information

For inquiries or concerns regarding equal opportunities for individuals with disabilities at A4 FM LTD, please contact:

info@a4fm.co.uk

Amendment History

Issue	Date	Amendment Details
1	March 2024	Initial Release