

NJC Ltd – JEDI Action Plan (Justice, Equity, Diversity & Inclusion)

Document control

Version	First published	Review frequency
1.0	July 2026	Annually

Purpose

NJC Ltd is committed to building a workplace that is fair, inclusive, and accessible to all employees. This JEDI Action Plan outlines our approach to improving Justice, Equity, Diversity, and Inclusion across our workforce, policies, and business practices.

We aim to ensure all employees and candidates are treated equitably, have equal access to opportunity, and feel respected and supported at work.

Our approach

Our JEDI approach focuses on four key areas:

- **Justice:** Ensuring fair processes, policies, and decision-making
- **Equity:** Removing barriers and enabling equal opportunity
- **Diversity:** Encouraging a range of backgrounds and perspectives
- **Inclusion:** Creating a workplace where everyone feels they belong

This plan is proportionate to the size of NJC Ltd and will evolve as the organisation grows.

Key commitments & actions

Recruitment & hiring

Objective: Ensure fair and inclusive hiring practices

Actions:

- Use structured interview questions for all recruitment
- Review job descriptions to remove biased or non-inclusive language
- Ensure job requirements focus on essential skills only
- Advertise roles widely where possible
- Provide unconscious bias awareness guidance for hiring managers

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NJC Limited, Zig Zag Building, 70 Victoria Street, London SW1E 6SQ

Registered office address as above. Company number 03463222.

Workplace equity & inclusion

Objective: Create an inclusive and supportive working environment

Actions:

- Maintain flexible working arrangements where possible
- Provide reasonable adjustments for employees with disabilities or needs
- Ensure internal communication tools are accessible
- Encourage inclusive language in communications

Learning & awareness

Objective: Increase awareness of JEDI principles across the organisation

Actions:

- Provide onboarding information on inclusion and respectful behaviour
- Share periodic internal updates
- Encourage leadership to model inclusive behaviours
- Identify training opportunities where needed

Policies & governance

Objective: Embed JEDI principles into company policies and decision-making

Actions:

- Review P&C policies annually for fairness and inclusion
- Ensure grievance and reporting processes are accessible
- Consider JEDI impact in business decisions
- Assign ownership to People & Culture Director

Accessibility & digital inclusion

Objective: Ensure digital tools and communications are accessible

Actions:

- Assess internal tools against accessibility best practice
- Encourage accessible document formats
- Enable captions in meetings where available

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- Review website accessibility against WCAG standards

Measurement & monitoring

We will track progress through:

- Recruitment outcomes (where legally and appropriately collected)
- Completion of inclusion and accessibility actions
- Policy reviews completed annually
- Employee feedback where available
- Completion of planned JEDI initiatives
- Data collection will remain proportionate to company size.

Employee feedback & engagement

We will gather feedback through:

- Informal employee discussions
- Periodic review conversations
- Optional accessibility or inclusion feedback
- External input where relevant

Feedback will be used to improve this plan continuously.

Public reporting

NJC Ltd will publish a JEDI progress update at least once per year, including:

- Actions completed
- Progress against commitments
- Planned next steps

This will be published publicly via the company website or impact reporting.

Accountability

Responsibility sits with the People & Culture Director, supported by Leadership Team and relevant functions (P&C, IT, Operations).

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Review cycle

This plan will be:

- Reviewed annually
- Updated as needed based on business needs and feedback
- Republished with annual progress updates

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