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## Zero Tolerance to Sexual Harassment at Work

At Survey Design Services & Associates Ltd (SDS) we are committed to providing a workplace environment that is safe, respectful, and free from harassment of any kind. Sexual harassment in any form will not be tolerated under any circumstances.

Sexual harassment refers to any unwelcome, inappropriate, or offensive conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment. This includes but is not limited to, verbal, non-verbal, physical, or online behaviours that are sexually suggestive, unwelcome advances, inappropriate touching, or other forms of inappropriate conduct.

Our policy is clear:

1. **Zero Tolerance:** Any employee, contractor, or visitor found engaging in sexual harassment will face immediate disciplinary action, which may include termination of employment or services, and, if applicable, legal action.
2. **Respect for All:** We expect every individual at SDS to treat colleagues, clients, and visitors with dignity, courtesy, and respect, irrespective of their gender, sexual orientation, or background.
3. **Confidential Reporting:** Employees who believe they have been subjected to sexual harassment are encouraged to report the matter immediately. We have a confidential reporting mechanism in place, and all complaints will be taken seriously and handled promptly, with the utmost care and respect for privacy.
4. **No Retaliation:** We strictly prohibit retaliation against anyone who reports harassment in good faith or participates in an investigation. Any act of retaliation will be dealt with as a serious violation of company policy.

By maintaining a work culture of respect and professionalism, we can foster an environment where all individuals feel safe, valued, and empowered to perform their best work.

We are committed to continuous training and education to prevent harassment and ensure that all employees are aware of their rights and responsibilities in maintaining a respectful workplace.

Together, we can create a workplace free from harassment, where respect and safety come first.

**SPECIALISTS IN: TOPOGRAPHICAL SURVEYS • LAND SURVEYS • DRAINAGE INVESTIGATIONS • CCTV SURVEYS & PIPE JETTING • SERVICE TRACE & ELECTROLOCATION • MEASURED BUILDING SURVEYS • PERMEABLE INVESTIGATIONS • RIVER & COASTAL SURVEYS • SETTING OUT & PRECISION MEASUREMENT • GPR SURVEYS • LASER SCANNING**

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