

Form Title: Equal Opportunities & Diversity Policy
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Author: SDS
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EQUAL OPPORTUNITIES & DIVERSITY POLICY

The purpose of this policy is to ensure that all workers, job applicants and customers at **Survey Design Services & Assoc. Ltd** will be treated fairly irrespective of race, religion or belief, disability, sex, sexual orientation, age, gender reassignment, marriage and civil partnership, pregnancy and maternity. We value a diverse customer base and the individuality and creativity that every worker potentially brings to the workforce.

Operating Principles

- Workers, job applicants and customers will be treated fairly, openly and honestly, with dignity and respect.
- No job applicant or worker will receive less favourable treatment on grounds of race, religion or belief, disability, sex, sexual orientation, age, gender reassignment, marriage and civil partnership, pregnancy and maternity.
- Equality and diversity is about good employment practice and makes sound business sense.
- Employment decisions on recruitment and promotion will be based solely on merit.
- Everyone has the right to work and do business in an environment free of unlawful discrimination and harassment. Survey Design Services will not tolerate such behaviour under any circumstances.
- Disciplinary action, including dismissal, may be taken against any worker found responsible for harassment of discrimination.
- Any worker who believes he or she is being discriminated against, victimised or harassed should raise the matter through the Survey Design Services complaints procedure.

This policy is fully supported by all directors of the company. It will be ensured that all the workers are aware of the policy and that they are responsible for observing it.

Signed:

A handwritten signature in blue ink, appearing to be 'A. Khan', is written over a light blue horizontal line.

Role: Managing Director

Date: October 25