# EQUALITY, DIVERSITY & INCUSION 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. We comply with the Equality Act 2010 and will not tolerate unlawful discrimination, harassment, bullying or victimisation. This policy applies to all employees, workers, job applicants, contractors, customers and suppliers.

**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, diversity & inclusion are fundamental to good employment practice and makes sound business sense.
- Employment decisions on recruitment, selection, training 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 discrimination, harassment or bullying.
- 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.
- Support the equality and inclusion objectives of our customers and business partners.
- Promote an inclusive culture where everyone is encouraged to contribute and succeed.

**Responsibilities**

Equality, diversity and inclusion are the responsibility of everyone at Survey Design Services & Assoc. Ltd

- **Directors** are responsible for ensuring this policy is implemented, reviewed regularly and that the Company complies with the Equality Act 2010.
- **Managers and supervisors** are responsible for promoting equal opportunities, treating everyone fairly, addressing concerns promptly and ensuring employment decisions are based on merit.
- **All employees, workers and contractors** are responsible for treating others with dignity and respect, complying with this policy and reporting any incidents of discrimination, harassment, bullying or victimisation.
- **Customers, suppliers and business partners** are expected to respect the principles of this policy when dealing with the Company.

Everyone has a duty to help create and maintain a workplace that is inclusive, respectful and free from unlawful discrimination.

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: 

Nolan Forwood
Role: Managing Director
Survey Design Services & Associates Ltd
Date: July 2026