

The logo for ADM Surveyors is a red rectangle divided into two sections. The left section is a darker red and contains the letters 'ADM' in white, bold, sans-serif font. The right section is a lighter red and contains the word 'Surveyors' in white, sans-serif font.

**ADM**

**Surveyors**

## **ADM - BUSINESS ETHICS POLICY**

*The reputation of ADM Surveyors Limited is built on the trust and confidence of those with whom we deal. We aim to maintain high ethical standards in the conduct of our business and will not tolerate any behaviour or practice that compromises its integrity.*

*ADM Surveyors Limited are committed to continuously improve our performance.*

### **Compliance**

*ADM Surveyors Limited aims to maintain high ethical standards in carrying out its business activities. Practices of any sort that are incompatible with our principles and policies will not be tolerated. Strict adherence to these principles and supporting Policies is a condition of employment at ADM Surveyors Limited.*

*It is recognised that lessons can be learned from other organisations, as well as from the many examples of good practice within our own company.*

*Employees are to:*

- *Behave ethically when doing business for ADM Surveyors Limited, in accordance with the specific objectives set out below.*

*And*

- *Confirm their compliance with the following objectives and supporting Policies and procedures on an annual basis.*

### **Unethical Behaviour and 'Whistle-Blowing'**

*The Managing Directors are responsible for initiating and supervising the investigation of all reports of breaches of these principles and policies and ensuring that appropriate disciplinary action is taken when required.*

*ADM Surveyors Limited aims to create the climate and opportunities for employees to voice genuinely held concerns about behaviour or decisions that they perceive to be unethical. Therefore, any employee who needs guidance or advice on business ethics issues is to speak to a Director.*

## **Clients**

*We are committed to being honest and straightforward in our dealings with our clients and believe that integrity in dealings with clients is a prerequisite for a successful and sustained business relationship. Personal contact, helpful and responsive action are features of the service we provide to develop long-term relationships. Therefore, ADM Surveyors Limited will:*

- *Understand, meet and strive to exceed the needs of our clients.*
- *Operate within the best practices of the industries in which it competes and in a manner that makes ADM Surveyors Limited easy to do business with.*
- *Respect the confidentiality of information that we might obtain and retain in relation to clients.*
- *Take all reasonable care to avoid untruths, concealment and overstatement in all advertising and other public communications.*

## **Company Shareholders**

*The Company is committed to maintaining the highest standards in the best interests of our employees and shareholders.*

*The Company will:*

*Protect the interests of shareholders and treat them all fairly.*

- *Provide timely and truthful financial information in accordance with statutory requirements.*
- *Communicate its business principles, policies and achievements.*

## **Employees**

*ADM Surveyors Limited is committed to high standards of employment practice and wishes to be recognised as a good employer. It will:*

- *Actively engage with employees through an open communication process.*
- *Pay a fair wage for a fair day's work, recognising the contributions made by individuals to our success.*
- *Support employees in their own efforts in community work.*
- *Not tolerate any sexual, physical, or mental harassment of its employees.*

*In addition, all employees will:*

- *Not use any information that they receive in the course of their business dealings for personal gain or any purpose except that for which it is given.*
- *Not to receive gifts and they may not give money or any gift of significant value to a client, nor may they accept any gift or service that could be construed as being intended as a bribe.*
- *Be alert to and report any fraudulent activities and maintain accurate company records to help prevent their occurrence.*

## **Suppliers, Advisors and Agents**

*ADM Surveyors Limited will aim to develop relationships with its suppliers, advisors and agents based on mutual trust and shared values. Therefore:*

- *All employees will conduct business with suppliers, advisors and agents in a professional manner.*
- *We will endeavour to pay our suppliers, advisers and agents on time and according to agreed terms.*

## **Competitors**

*ADM Surveyors Limited will:*

- *Compete in a lawful manner.*
- *Not seek to damage the reputation of competitors, either directly or by implication.*
- *Avoid discussing proprietary or confidential information in any contacts with competitors.*
- *Not attempt to acquire information regarding a competitor's business by unlawful means, including industrial espionage, hiring competitors' employees to obtain confidential information, urging competitors' employees and clients to disclose confidential information, or any other approach that is not above board.*

## **Government, Legislators and Regulators**

*ADM Surveyors Limited will:*

- *Seek to comply with all legislation affecting its operations.*
- *Not make any financial contribution to political parties.*
- *Not knowingly evade tax obligations.*

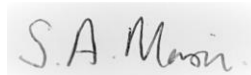
## **Community and Non-Government Organisations**

*ADM Surveyors Limited will seek to serve and support the community in which it operates by providing services efficiently and profitably, and by providing good employment opportunities and conditions. Therefore, we will:*

- *Make charitable donations, and educational and cultural contributions.*

*This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.*

Steven Masic  
Managing Director



Sam Kenyon  
Managing Director



*Reviewed: December 2022*