

ADM - EQUALITY & DIVERSITY POLICY

ADM Surveyors Limited is committed to achieving equality of opportunity, social inclusion and parity of esteem firmly in all areas of our work. We have much to learn and profit from diverse cultures and perspectives and we believe that this commitment will make our organisation more effective in meeting the needs of all our clients.

ADM Surveyors Limited seeks to attract a workforce that reflects the diverse community at large because we value and respect the individual contributions of all people. There is a responsibility on all employees and sub-contractors to treat each other with dignity and respect. We aim to develop, promote and deliver our services, information and employment opportunities without discrimination on the basis of a person's race, disability, age, gender, religion, sexuality or any other aspect of an individual's background or heritage which is used as a justification for unfair treatment.

ADM Surveyors Limited will take positive action to provide equality of access and parity of esteem for all who work here.

No employee or sub-contractor should be disadvantaged or treated less favourably because of conditions or requirements that cannot be justified. ADM Surveyors Limited will seek to make reasonable adjustments to its arrangements with a view to avoiding substantial disadvantage for any group of people.

ADM Surveyors Limited operate zero tolerance of discrimination or harassment of any kind.

ADM Surveyors Limited will seek to provide a learning and working environment that is free from unlawful discrimination, harassment or victimisation. ADM Surveyors Limited will not tolerate any form of behaviour that discriminates, without proper justification, on the grounds of such factors as gender, marital status, family responsibility, sexuality, race, nationality, skin colour, ethnic or national origin, religious belief, social class, medical conditions, disability, trade union membership or activity, age, and unrelated criminal convictions.

ADM Surveyors Limited will take positive action to remove barriers to achievement and will seek to ensure that no one in its employment is disadvantaged from being able to realise their full potential. For employees and sub-contractors, we will take steps to identify, address, eliminate or minimise any unnecessary or artificial regulations, requirements or conditions that cannot be shown to be directly relevant to maximising an individual's performance.

Responsibilities

All employees and sub-contractors are responsible for embedding a culture that welcomes diversity and one that challenges and deals with unfairness and discrimination.

While recognising that it is the responsibility of all employees of ADM Surveyors Limited to accept their personal involvement in the practical application of this policy, it is necessary to designate responsibilities for the specific implementation.

The overall responsibility for monitoring the effectiveness of this policy and for implementing an ongoing programme of action to make it fully operational is vested in the Directors of ADM Surveyors Limited.

The Directors are responsible for ensuring that:

- *Appropriate systems and resources are in place to ensure the operational effectiveness of this policy and the company's statutory duties within it.*
- *The policy is executed.*
- *All staff are aware of their statutory duties and the policy in relation to issues of equality and diversity.*
- *The policy and the statutory duties subsumed within it are fully adhered to and properly carried out by themselves and by all staff and associates.*

All employees and sub-contractors are responsible for:

- *Receiving and reading ADM Surveyors Limited's Equality and Diversity Policy, and for seeking advice and assistance if their understanding is unclear or interpretation uncertain.*
- *Adhering to the policy at all times.*
- *Challenging incidents of prejudice, discrimination or harassment whenever and wherever encountered.*
- *Bringing to the attention of management, any procedures, practices, services or facilities that limit equality of opportunity or access.*

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