

ABA Surveying Equality, Diversity and Inclusion (EDI) Policy

ABA Surveying Ltd operates strictly in accordance with employment legislation detailed in The Equality Act 2010, the Equality and Human Rights Commission (EHRC) Codes of Practice and all other relevant legislation and codes of practice.

Protected Characteristics

ABA Surveying Ltd is an equal opportunity employer and contractor and is committed to eliminating unlawful discrimination by encouraging equality, diversity and inclusion across our workforce. The Company strives to provide a working environment in which all our employees and contractors are treated with dignity and respect. We take all reasonable steps to employ, train and promote employees and contractors on the basis of their ability, qualifications and experience, without discrimination, to build a workforce that reflects the diverse community at large because we value the individual contribution of people, irrespective of sex, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, religion or belief, race (including colour, national and ethnic origins), pregnancy and maternity status (all protected characteristics). We also place recruitment advertisements locally and nationally with varying forms of media, ensuring equality of selection to all through each stage of the employment process.

Zero Tolerance of Discrimination

Promoting our Equality, Diversity and Inclusion Policy, which is regularly monitored by Management Review, is integral to our employment process. Communication of rights and responsibilities under the Equality Act are imparted, as necessary, to all employees directly via staff briefings, and are key to ensuring that all those we encounter in our working environment are treated with respect and dignity and are free from discrimination, harassment, bullying and victimisation, which ABA Surveying Ltd has a zero tolerance approach to. As we actively promote our Equality, Diversity and Inclusion values in all our dealings with customers, suppliers and business contacts, we expect the same values to be returned to our employees and contractors.

Definitions

For the purposes of this policy:

Direct discrimination occurs when a person is treated less favourably because of a protected characteristic.

Indirect discrimination occurs when a provision, criterion or practice is applied which disadvantages people sharing a protected characteristic and which cannot be objectively justified.

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Victimisation occurs when a person is treated unfairly because they have made or supported a complaint under this policy or the Equality Act 2010.

Our pay better the living wage and reflects equal pay across all employees' salaries, irrespective of sex, age, marital status, civil partnership, disability, sexual orientation, gender reassignment, race, colour, religion or belief, pregnancy, maternity status and ethnic or national origin, but discrimination will not be tolerated in relation to any aspect of : pay and benefits, terms and conditions of employment, recruitment and selection, promotion, training and development, performance management, disciplinary and grievance procedures, dismissal and redundancy, parental leave, flexible working requests and any other employment decisions.

Reasonable Adjustments

ABA Surveying Ltd recognises its legal duty to make reasonable adjustments to remove or reduce disadvantages experienced by disabled employees, contractors or applicants. We will make every effort to make adjustments which may include, but are not limited to, modifying equipment and workstations, adjusting working hours and duties, providing additional support or training, making physical adjustments to premises and, if an employee became disabled, we would endeavour to retain that person within our workforce, if reasonable and practicable to do so. The Company will always consult with the disabled individual concerned when considering appropriate adjustments to be made for them but will work hard to provide a good working environment and address all employees' individual needs and welfare.

ABA Surveying Ltd encourages relevant learning and training for all its employees and contractors, across all job roles, with particular attention given to any extra requirements needed by those with any disability to cope with all aspects of the learning, examination and implementation processes involved.

Age Equality

ABA Surveying Ltd believes that everyone should live and work throughout their lives with dignity and respect and that all people (young, middle age, older) are equal members of society and the workforce and shall not be subjected to ageist attitudes, stereotyping or age discrimination.

Gender Equality

ABA Surveying Ltd recognises that achieving equality between women and men sometimes requires more than equal treatment. It requires active steps to address and remove barriers that may disadvantage women in employment and within sectors in which we operate.

The Company acknowledges that historical and structural inequalities may affect women's participation, progression and representation. Where evidence of disadvantage or under-representation exists, ABA Surveying Ltd may take any lawful and proportionate, positive action in accordance with Sections 158 and 159 of the Equality Act.

ABA Surveying Ltd is committed to eliminating unlawful sex discrimination and promoting equality of opportunity between women and men across all areas of our business.

ABA Surveying Ltd is committed to:

- Promoting equal opportunity, inclusion and non-discrimination.
- Ensuring fair and transparent recruitment and promotion practices.
- Supporting equal access to education, training and leadership development.
- Providing working conditions that promote health, safety, dignity and freedom from harassment or violence.
- Encouraging leadership accountability in advancing gender equality.
- Promoting ethical and equitable practices within our supply chain and community engagement activities where appropriate.

ABA Surveying Ltd recognises that women are not an homogenous group, with experiences that may differ depending on factors such as, but not limited to, race, disability, age, religion or belief, sexual orientation or socio-economic background.

Third Party Conduct

ABA Surveying Ltd will not condone any form of discrimination, harassment, bullying or victimisation whether engaged in by employees, contractors or by third parties who do business with the Company, including customers, suppliers and visitors. Incidents involving third parties should be reported and will be taken extremely seriously.

Responsibilities

The Company's commitment to this policy includes training managers and all employees, including contractors, about their rights and responsibilities regarding Equality, Diversity and Inclusion.

All individuals are responsible for:

- Conducting themselves in a manner that promotes equality and inclusion
- Preventing bullying, harassment, victimisation and unlawful discrimination
- Treating colleagues, customers and all others involved in any business dealings with dignity and respect

Managers also have responsibility for the above, as individuals, but an additional responsibility to:

- Lead by example
- Ensure fair and consistent application of employment practices
- Address inappropriate behaviour promptly

ABA Surveying Ltd employees and contractors are required to co-operate and comply with this Equality, Diversity and Inclusion Policy to ensure its efficacy.

Reporting and Complaints

We will take seriously complaints by employees, customers, suppliers, visitors and the public in the course of all business dealings.

Any suspected discriminatory acts, practices, bullying or harassment must be reported to senior management immediately. Where this is not appropriate, concerns may be raised through the Company's grievance procedure.

ABA Surveying Ltd will not victimise or retaliate against any individual who has made allegations or complaints of discrimination or harassment or who has provided information about such matters. Any such behaviour will be treated as potential gross misconduct.

All complaints will be investigated promptly, sensitively and as confidentially as possible.

Disciplinary Action


ABA Surveying Ltd will not tolerate any behaviour, whether intimidated, verbal, written, physical or via social media, which breaches its Equality, Diversity and Inclusion Policy and will take all such incidents seriously, instigating thorough investigation and any employee or contractor who is found to have committed an act of improper or unlawful discrimination, harassment, bullying or intimidation will be subject to Company disciplinary procedures being followed as appropriate. Serious breaches of this Policy may constitute gross misconduct and could render the employee or contractor liable to summary dismissal.

Employees and contractors should be aware that they may be held personally liable for acts of unlawful discrimination and that serious acts of harassment may also constitute a criminal offence.

Monitoring and Review

ABA Surveying Ltd may monitor workforce data, if deemed appropriate and in accordance with UK data protection legislation, to ensure this policy is operating effectively.

ABA Surveying Ltd's Managing Director is accountable for our Equality, Diversity and Inclusion Policy, which is reviewed annually as a minimum and updated in line with legislative, organisational or other required changes.

Signed	
Job Title	Managing Director
Date	3.3.2026
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