

ADM – MODERN SLAVERY AND HUMAN TRAFFICKING POLICY

ADM Surveyors Limited will endeavour to ensure that modern slavery and human trafficking is not taking place within our directly employed workforce or any of our supply chains. We have a zero-tolerance approach to modern slavery and human trafficking and are committed to acting ethically and with integrity in all our business dealings and relationships.

Our recruitment process is transparent and reviewed regularly. We have procedures in place for the screening of new employees to confirm their identities, right to work and that they are paid directly into an appropriate bank account.

Our Supply Chains

ADM Surveyors Limited obtains a wide range of goods and services via various supply chains, including:

- *Recruitment agencies*
- *Facilities management*
- *Office equipment and supplies*
- *Utilities*
- *Communications and IT equipment services*
- *Specialist consultants*

We seek to continually review the operations of existing suppliers in relation to the risk of modern-day slavery and human trafficking and aim to undertake due diligence processes in relation to new suppliers.

ADM Surveyors Limited will invoke sanctions against suppliers that fail to improve their performance in line with an action plan or seriously violate our supplier code of conduct, including the termination of the business relationship.

Responsibilities**Directors**

- *Promote compliance with this policy.*
- *Review significant risks.*
- *Ensure appropriate resources are available.*

Managers

- *Monitor suppliers within their areas of responsibility.*
- *Escalate concerns promptly.*

Employees

- *Remain vigilant.*
- *Report concerns immediately.*
- *Complete any required training.*

Relevant Policies

ADM Surveyors Limited operates the following policies that describe its approach to the identification and attempts to aid prevention of modern slavery and human trafficking:

Whistleblowing: *ADM Surveyors Limited encourages all its employees, clients and other business partners to report any concerns related to the direct activities, or the supply chains of ADM Surveyors Limited. This includes any circumstances that may give rise to an enhanced risk of slavery or human trafficking. ADM Surveyors Limited's whistleblowing procedure is designed to make it easy for employees to make disclosures, without fear of retaliation.*

Code of Conduct: *ADM Surveyors Limited code makes clear to employees the actions and behaviour expected of them when representing ADM Surveyors Limited. ADM Surveyors Limited strives to maintain the highest standards of employee conduct and ethical behaviour when operating and managing its supply chain.*

Supplier Code of Conduct: *ADM Surveyors Limited is committed to ensuring that its suppliers adhere to the highest standards of ethics. Suppliers are required to demonstrate that they provide safe working conditions where necessary, treat workers with dignity and respect, and act ethically and within the law in their use of labour. ADM Surveyors Limited works with suppliers to ensure that they meet the standards of the code and improve their workers' working conditions.*

Recruitment: *ADM Surveyors Limited uses only reputable employment agencies that are members of the Recruitment and Employment Confederation and are subject to audits of their recruitment and screening processes.*

Staff Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and in our business, we will provide training to our staff that is proportionate to the level of risk.

As our approach to modern slavery and human trafficking develops, we intend to use key performance indicators to monitor how effective we have been in ensuring that slavery and human trafficking is not taking place in any part of our business or supply chains.

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



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