

## ***MERRETT SURVEY LTD***

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### **Company Policy Statements**

Note – the policies stated within this document will be communicated to our staff through distribution of the document and discussion at regular meetings.

They shall be communicated to the public and our clients via publication online – please refer [www.merrettsurvey.com/links.htm](http://www.merrettsurvey.com/links.htm)

These policies – taken together – comprise our Corporate Responsibility Policy.

#### **Merrett Survey Staff Policy**

Merrett Survey sees it's staff as it's major asset.

Merrett Survey confirms it's commitment to caring for, listening to and developing their staff at all levels. We have a commitment to continuous development of staff in terms of skills and competencies with relevance to our business, but also we shall encourage other generally beneficial activities and life skills. For example sports and intellectual pursuits such as language learning.

We seek to develop inter-personal skills. To address stress and ensure this is minimised.

Remuneration will be open and honest and will meet international standards (as per International Finance Corporation – Performance Standard 2), and shall be compliant with the laws and regulations of the UK, and where relevant – of the country where the personnel are employed.

Employment. We are committed to treat and employ staff based on compliance with International Human Rights (specifically adhering to Universal Declaration of Human Rights) and to be non discriminatory as per the Equalities Act 2010 and Merrett Survey's Equal Opportunities Policy document.

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## **Equal Opportunities and Diversity Policy**

### **Policy statement**

It is the policy of Merrett Surveys to not discriminate (directly or indirectly) in any way including on the basis of age, race, sexuality, gender, sexual orientation, gender re-assignment, marriage status, pregnancy or maternity status, disability, religion or belief. We value diversity.

This policy will apply to all of the company's activities including, recruitment, promotion and training opportunities, grievance and disciplinary procedures.

### **Implementation**

#### **Recruitment**

All recruitment will be designed to ensure that no discrimination takes place, encouraging anyone to apply. Employment will not be prejudice in any way based on race, sexuality, gender, disability, age or religion.

#### **Training and promotion**

Training opportunities will be made available to all staff regardless of race, sexuality, gender, disability, age or religion. Promotion and enhanced remuneration decisions will not be based on any prejudice regarding race, sexuality, gender, disability, age or religion.

#### **Awareness**

All staff will be made aware of the company's policy through issue of this policy document and reminders at meetings and in company documentation when appropriate. The importance of this policy will be emphasised.

A culture of understanding and tolerance exists and will be encouraged and maintained by all staff.

#### **Review**

All company procedures will be reviewed regularly to ensure compliance with this policy.

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## **Health Safety and Environmental Policy**

(Please also refer to our comprehensive HSE Manual)

It is MSL's policy and responsibility to keep health, safety and protection of the environment as a high priority in all its activities.

MSL will work together with all parties, clients, contractors, Government bodies, local authorities and the public in order to maintain the highest standards of HSE in all its operations, identifying risks to staff, the public, clients and contractors and devising strategies and procedures to eliminate or minimise those risks.

MSL will strive to continuously improve its HSE policies, management of risks, procedures and records.

MSL will set targets for HSE performance.

All MSL staff will abide by the safety rules included in this section.

The HSE policy will be implemented through the procedures and systems set out in this document.

MSL shall provide adequate resources and time to ensure safety and health of staff.

MSL shall consult with its employees on a continuous basis to ensure that they are fully informed, updated and understand any new legislation, any new equipment operating procedures. Safety representation from the staff is positively encouraged.

It is MSL's policy to keep HSE 'paperwork' to a minimum, and to keep HSE instruction documents to sensible, readable sizes, so as to ensure there is no negative effect on the staff's willingness to be involved and to implement safety instructions.

Sub-contractors will be assessed for safety competence before being deployed to the field.

### **Health**

It is the policy of Merrett Survey Ltd to eliminate or minimise the risk of ill health, disability or injury due to the potential dangers, hazards and working practices within the working environment.

Health within the workplace, and the risk from disease associated with the work place is perhaps more difficult to regulate for Surveyors than many other professions because of the wide ranging locations and environments that surveyors are required to work in. Therefore MSL staff must remain vigilant and aware of potential risks.

The potential risks affecting health within the working environment are assessed within each separate risk assessment and their associated procedures. Particular

attention should also be paid to the risk assessment for 'office' in relation to occupational health matters.

To promote the health of all of MSL's employees and visitors, all premises under the control of MSL will be no smoking environments.

Health monitoring of employees will be actioned if a risk assessment procedure discovers this would be appropriate.

### **Safety**

To assess the risks to safety that our staff may be exposed to during their work, and to then develop, implement and monitor procedures that will eliminate or minimise the risks.

It is Merrett Survey Ltd's policy to keep the assessment of risk and the subsequent procedures to be followed, closely linked. This will enhance the understanding of the risk and the actions to be taken in order to eliminate or minimise the risk. Therefore the risk assessment, and health/safety procedures will be maintained as one document.

### **Environment**

Policy statement - Merrett Survey Ltd and its employees shall endeavour to ensure that its activities shall cause little or no damage to the environment, in all its aspects. Where possible, activities will be designed to enable positive protection of the environment.

The company strives to minimise its greenhouse gas emissions, to minimise waste by reducing and recycling, and to utilise resources in the most efficient manner.

The target for environmental incidents is zero.

**This will be implemented by training, awareness discussions and implementation of the procedures throughout all stages of work and deliverables from the company.**

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## **Community Policy**

Merrett Survey Ltd always seeks to engage in a co-operative and informative manner with the surrounding community in whatever location they are working. Good community relations are vital for ongoing relationships between ourselves and our client with the community.

This can include the ‘community’ of staff in a specific location (eg refinery, factory), but also in the broader sense – the village, town, city – where the work is taking place.

Unless compromising our client’s confidentiality agreements, we will be open with the local people about our work explaining it’s purpose and benefits to the communities.

If employment opportunities exist, if opportunities to make our spending ‘local’ then we should seek to ensure there is economic benefit to the community.

Remember at all times that our Health Safety and Environment policies apply to our staff, our clients and the public in the vicinity of our work.

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## **Merrett Survey Business Ethics Policy**

We shall conduct our business ethically in all circumstances.

We comply with the 10 principles of the Global Compact and of the International Labour Organisation core conventions.

### **Chartered Surveyors.**

Merrett Survey Ltd are members of the RICS (Royal Institute of Chartered Surveyors). This Chartered status gives us an obligation to work to the Professional standards as defined by the RICS.

### **Obligations to clients.**

We will not pass on any client information to third parties for commercial purposes unless you give us your consent.

We try our hardest to ensure that our services are the best and most practical available, that our prices are competitive and that we update our services regularly. We are guided by a professional attitude in all our work.

### **Employee obligations.**

The successful operation and reputation of our Company depends upon the fairness and ethical conduct of our staff at all levels. Our reputation requires careful compliance with the spirit and letter of all laws and regulations, as well as a personal commitment to the highest standards of conduct and integrity.

If any employee identifies or feels there will be a **conflict of interest**, then this must be notified immediately to management who will take actions so that work may proceed that is free from such conflict.

### **General conduct.**

No concise written policy can cover every ethical or legal issue that we may face. A good foundation for ethical behavior consists of individual conscience, common sense, good judgment and compliance with governmental laws and regulations.

### **Confidential information.**

Employees may obtain confidential information with respect to the Company or its customers during the course of their employment with the Company. Confidential information includes, without limitation, all non-public information that could reasonably be expected to be of use to competitors, or harmful to the Company (or such customer), if disclosed. Employees shall not use or disclose to any person, firm or entity any proprietary, confidential or trade secret information of the Company or its customers without the Company's express prior written permission.

The **intellectual property** rights of our clients' data, software and documentation will be respected and borne in mind when using such data. If in doubt regarding its use or causing an infringement of IP rights, then all staff will consult one of the Directors.

### **Legality**

At all times Merrett Survey and its staff will comply with the national law in whatever

country it is operating. It will conduct its affairs with fairness, co-operation and openness.

### **Bribery and Corruption**

At no time under no circumstances will the company approve of active engagement in, or be associated with any action of bribery or corrupt practices of any description. Staff should be aware at all times and scrutinise intentions (of self and client or supplier) if accepting of gifts and hospitality (other than minor items (eg meals, calendars, mouse mats etc)).

### **Procurement and competition**

Although the company is involved in service provision and rarely is required to procure any significant resources, where this occurs, the company will operate such procurement using a system of fair competition.

During competitive bids and tenders the company and it's employees will operate with a full sense of fairness but also shall not divulge sensitive information. We shall adhere to the law, work with integrity and professional standards for all procurement and tender activities.