



Policies:

Terms of business

Date:

30 January 2026

Reviewed by:

R P Barnes, GeoloGIS Ltd

These terms of business and the following policies apply to all work carried out by GeoloGIS Ltd. unless otherwise agreed in writing. If we have already commenced work on your project then unless we are notified in writing to the contrary you agree that these terms apply from the start.

Client care and satisfaction

In all our dealings with our clients we aim to provide a high quality service, to find out what our clients need us to do and to achieve it as far as is practicable within the resources available to us under the terms of our agreement. We will try to complete the work quickly or within an agreed time frame but some data may derive from third party suppliers over whom we have no control. We hope that you will find us friendly and approachable and that our fee represents good value.

We are always appreciative of client feedback and grateful for reviews that we may use on the GeoloGIS website. We will deal with any complaints promptly and actions taken will be communicated to you. Client satisfaction will be assessed during business reviews.

Contacting us

We can be contacted by telephone or email; if we are unable to take your call please leave a message or send a text and we will call you back as soon as possible within normal working hours.

Instructions

We will discuss your project with you in advance of commencing work so that we and you understand what is required. We will provide this information in writing with our fee estimate and ask for your acceptance in writing. If there is any change to your instruction please notify us immediately, we will ask for confirmation in writing of any verbal instructions or variations to our scope of work. If we find that we need to vary the scope of work we will advise you as soon as possible and await further instruction.

Confidentiality

All enquiries are dealt with in confidence and work is completed in confidence as far as possible; in order to obtain information from suppliers we may need to share certain information such as the site location.

Charges and expenses

Our fees are based on the amount of time we spend on a project, charged at an hourly or daily rate depending on the nature of the work and size of the project. We will provide an estimate of costs prior to commencing work, some advance work may be required to fully scope the costs involved but you will be advised if this is the case. Any estimate will be based on our experience of work likely to be involved, if the work turns out to be more complicated or takes longer than expected we will advise you as soon as possible and revise our estimate accordingly. For some projects we are able to provide a fixed rate for the job plus any expenses incurred. In the event that you are instructing us on behalf of your own client you will be responsible for all sums due to us.

Invoices and VAT

Unless agreed otherwise fees and expenses are invoiced following delivery of the final report, but for larger projects or where significant expenses are incurred we may ask for interim payment. Expenses are invoiced exclusive of VAT; VAT at 20% is added to the invoice total. Invoices are payable by BACS within 14 days of the invoice date.

Accuracy and uncertainty

GeoloGIS desk study investigations involve use of information from a range of sources that may have varying accuracy or certainty or be conjectural. We do our best to assess and quantify this in our report but until appropriate ground investigation works are completed there will always be a degree of uncertainty.

Geological information is made available online by the British Geological Survey; users of BGS information should be aware of the disclaimer published on recent maps as follows:

Your use of any information provided by the British Geological Survey (BGS) is at your own risk. Neither the BGS or the Natural Environment Research Council gives any warranty, condition or representation as to the quality, accuracy or completeness of the information or its suitability for any use or purpose. All implied conditions relating to the quality or suitability of the information (including any liability arising in negligence) are excluded to the fullest extent permitted by law

Records from existing boreholes in BGS records are made available by the BGS via their 'GeoIndex' online service. The boreholes are located on a small scale map but the location given is sometimes demonstrably incorrect; it is therefore advisable to regard all borehole locations as reported by the BGS with caution.

Mine entry locations are variably reported by the BGS and the Mining Remediation Authority, neither dataset is complete. The two datasets vary in detail and individual shaft locations may be in different locations in the two sets of data. Both sets of data must therefore be used with due caution and cannot be relied on.

Suppliers: copyright and data licensing

Suppliers of products and services to GeoloGIS Ltd. are selected on the basis of adherence to environmental and health and safety legislation, quality of products, reliability of service (including timely delivery) and cost.

We buy or otherwise obtain data from various suppliers as required on a job by job basis on behalf of our clients. Use of such information is subject to restrictions including as follows:

Ordnance Survey (OS) map data purchased from Getmapping Ltd. Getmapping provides the Licensee (i.e. the person/organisation purchasing the OS data from Getmapping Ltd.) a non-exclusive, non-transferable right to use the product subject to the OS' standard terms of use, including (Section 3.1.3) Limited External Use under which we are permitted *to include a map within any professional services provided by the Customer to its clients, such map only to be used (in the case of a business client) for the internal administration and operation of such client's business.* The full terms of the License may be viewed at <https://www2.getmapping.com/WebShop/Licences/OSlicence.htm>

Any reproduction of OS data must include the standard copyright and database right acknowledgement in the form © Crown copyright and database rights [year of supply or date of publication] Ordnance Survey (licence number 100030835)

British Geological Survey (BGS) map data downloaded or copied from the BGS 'Map viewer' website are available under the Open Government Licence, subject to the following acknowledgement accompanying the reproduced BGS materials: Contains British Geological Survey materials © UKRI [year].

The License at <https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/> permits the information to be copied, published, distributed and transmitted; to be adapted, and to be exploited commercially on non-commercially. However, some BGS maps contain Ordnance Survey copyright. BGS data users are granted a non-exclusive, royalty free revocable licence solely to view the licensed data for non-commercial purposes for the period during which the British Geological Survey makes it available; you are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form. Third party rights to enforce the terms of this licence shall be reserved to Ordnance Survey. © Crown copyright and database rights [year] Ordnance Survey AC0000824781.

Mining Remediation Authority: mine plans and mine entry locations are purchased from the Mining Remediation Authority. The Terms of Use are provided with the data.

National Library of Scotland historical maps labelled CC-BY can be used for commercial, non-commercial, educational and private purposes under the terms of the Creative Commons Attribution; the full terms of the license can be viewed at <https://maps.nls.uk/copyright.html#noncommercial> Use is conditional on provision of the attribution Reproduced with the permission of the National Library of Scotland

Technical Standards

GeoloGIS business is concerned with the investigation, description and classification of the soils, rocks and minerals that make up the Earth's surface and near surface and the many varied uses of those materials mainly in construction. As far as possible GeoloGIS will follow the guidance set out in the relevant international, European and UK standards. If we deviate from these standards we will explain why.

The primary standards for GeoloGIS investigations are:

- BS 5930:2015 Code of practice for site investigations
- BS EN 1997-1:2004+A1:2013 Eurocode 7, Part 1 Geotechnical design, General Rules
- BS EN 1997-2:2007 Eurocode 7, Part 2 Ground Investigation and Testing
- BS EN ISO 14688-1 & -2:2018 Identification and classification of soil
- BS EN ISO 14689:2018 Identification and classification of rock

There are many other standards relating to particular activities and specific classes of materials, these will be identified in our reports when they are used. Commonly used examples include:

- BS EN 12620:2002 + A1 Aggregates for concrete
- BS EN 206:2013 Concrete – specification, performance, production and conformity
- BS EN 13242:2002 + A1 Aggregates for materials used in civil engineering and road construction
- PD6682 Guidance on the use of BS EN 13242
- BRE Digest 365 Design of SuDS



Policies:

Data Protection

Date:

30 January 2026

Reviewed by:

R P Barnes, GeoloGIS Ltd

GDPR and personal information

The General Data Protection Regulations (GDPR) require all companies to treat personal information collected or handled securely and maintain accurate records as to how this information is stored and used. GeoloGIS recognise that your privacy is important.

This document details the information regarding personal data that GeoloGIS collects, stores and uses. It is available by download from www.geologis.com

1. Our Policy

The purpose of the GeoloGIS Privacy Policy and Statement is to ensure that all personnel whom we deal with either as prospective customers, customers, suppliers or employees fully understand the company's commitment to meet or exceed GDPR legislation as relevant to the company and the services provided.

GeoloGIS will comply in full with the principals of the GDPR. Personal data will be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. How we collect personal information

GeoloGIS collects personal in relation to the operation of our business, including: name, email and postal address and telephone numbers; we may also store any email messages. We may collect personal information via the following means:

- Information provided by clients
- Contact email addresses – various pages
- General anonymous browsing data (Google Analytics) - all pages

3. How we use personal information

GeoloGIS uses this personal information to:

- Contact new and existing clients relating to services offered.
- Administer and personalise the website, our services and/or emails.

GeoloGIS employs a 'need to know' policy of sharing information between its employees, agents or subcontractors and will only disclose sufficient information to allow our employees, agents or subcontractors to complete their objectives and as such these parties will be obligated to use that personal information in accordance with the terms of this privacy statement.

In addition to the uses described above GeoloGIS may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

4. How we insure your personal information is kept secure

GeoloGIS will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

5. What we will do in the event of data being compromised

If in any event we feel that the data has been compromised, lost or stolen we will immediately inform all interested parties and take immediate action to mitigate the compromise.

6 Our lawful basis for processing this data

If the personal information has been collected by GeoloGIS we will ensure we have your permission to use the data for the fulfilment of services provided or in order to take steps to procuring further orders.

If the personal information is transferred to GeoloGIS for the purposes of fulfilling a service we will obtain a statement from the transferee that they have the consent of all personnel to which the information refers before entering into a contract.

7. All data transferred to us by third parties will be stored in a secure area.

It will be held there until either the data is no longer required or the transferee has requested us to destroy the data. Data transferred to us will be disposed of using an electronic shredder. Data that has not been used will be destroyed by secure means after a period no greater than 12 months.

All data collected on customers or potential customers will be held whilst ever that data is considered useful or unless requested to do otherwise. The Data will be reviewed at least annually.

8. Your rights

All personnel that GeoloGIS hold personal information on have the following rights:

The right to be informed of the data being held.

The rights of access to the information being held.

The rights to rectification of any errors in the information being held.

The rights to have the information destroyed.

The rights to restrict the use of the information.

9. Updating this statement

GeoloGIS may update this privacy policy from time to time and will ensure that the latest version is available on our website <https://www.geologis.com>. Please check this page occasionally to ensure you are familiar with any changes.

10. Cookie Policy

The GeoloGIS website uses cookies – small text files that are placed on your machine to help the site provide a better user experience. In general, cookies are used to retain user preferences, store information for things like shopping baskets, and provide anonymised tracking data to third party applications like Google Analytics. As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on this site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser or taking a look at the About Cookies website which offers guidance for all modern browsers.

The GeoloGIS website may place and access certain cookies on your computer to improve your experience of using the website and to improve our range of services. GeoloGIS has carefully chosen these cookies and has taken steps to ensure that your privacy is protected and respected at all times. All cookies are used in accordance with current UK and EU Cookie Law.

Before the Website places cookies on your computer, you will be presented with a message bar requesting your consent to set those cookies. By giving your consent to the placing of cookies, you are enabling GeoloGIS to provide a better experience and service to you. You may, if you wish, deny consent to the placing of cookies; however certain features of the website may not function fully or as intended.

Cookies that may be collected via the GeoloGIS website:

- Demographic information such as post code, preferences and interests;
- IP address (automatically collected);
- Web browser type and version (automatically collected);
- Operating system (automatically collected);
- A list of URLs starting with a referring site, your activity on this Website, and the site you exit to (automatically collected);

11. Contacting GeoloGIS

If you have any questions about this privacy policy or personal information that GeoloGIS holds please direct your enquiries by email to rpb@geologis.com

12. Making a complaint

If you have a concern about GeoloGIS' information rights practices, you should report it to the ICO by accessing by either emailing casework@ico.org.uk or accessing their web site www.ico.org.uk



Policies:

Environment

Date:

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R P Barnes, GeoloGIS Ltd

Environmental Protection

GeoloGIS' environmental management system follows UK environmental legislation including the Environmental Protection Act (1990) and Duty of Care Regulations (1991) and best practice industry standards.

Environmental Policy Statement

The work of GeoloGIS is fundamentally linked to the environment through the effective capture and use of knowledge of the ground that provides our natural resources, supports our infrastructure and ultimately sustains life itself.

The Director of GeoloGIS is committed to the following objectives:

- To ensure compliance with the requirements of environmental legislation and best practice industry standards
- To set, implement and regularly review objectives, targets and performance indicators to maintain our environmental performance
- To have a positive impact on the environmental performance of our clients through meeting and exceeding the aims of contracts
- To train our staff to ensure competence, continual development of professional expertise and embrace new technologies
- To reduce our impact on the environment through minimising use of resources and waste and reducing energy consumption
- To minimise or prevent pollution through the adoption of good environmental practices

Through our work we can often provide significant environmental benefit by helping construction projects achieve a design and methodology that work with the natural conditions and reduce the use of natural resources and greenhouse gas emissions.



Policies:
Equality & Diversity

Date:
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R P Barnes, GeoloGIS Ltd

Opposing discrimination, harassment, prejudice and victimisation

The Equality Act 2010 protects the rights of individuals and equality of opportunity for all. It updates, simplifies and strengthens legislation developed over previous decades to create a simple, modern and accessible framework of discrimination law to protect individuals from unfair treatment and promote a fair and equal society. The factsheet 'Equality Act 2010: What do I need to know?' is a summary of the most important provisions of the act.

GeoloGIS policy

GeoloGIS Ltd. will oppose all forms of discrimination, harassment, prejudice and victimisation. We will not discriminate on any grounds, including ability, age, colour, ethnic origin, nationality and race, gender, marital status, pregnancy, religion or belief, sexual orientation and social background.

The staff of our clients and all associates, consultants, contractors, partners and volunteers working with GeoloGIS will be treated fairly and with respect and encouraged to develop their full potential and talents to produce the best outcome from our projects. We will:

- recognise and value individual differences and the contributions of those with whom we work
- provide a workplace that promotes dignity and respect without intimidation or harassment
- make training, development and other opportunities available equally
- periodically review our policies, procedures and practices to ensure fairness

The responsibility for ensuring that this policy is implemented effectively rests with the Director of GeoloGIS who will deal promptly and thoroughly with any complaint or other comment. For our policy to be successful it is essential that everyone with whom we work is aware of our policy and is equally committed to and involved in its delivery.



Policies:
Health & Safety

Date:
30 January 2026
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Health & Safety

The Health and Safety at Work Act: 1974 is the primary legislation covering occupational health and safety in the UK, supplemented by many regulations that cover a wide range of subjects and activities including the Management of Health and Safety at Work Regulations 1999.

GeoloGIS will comply with all applicable legal and other requirements that relate to the occupational health and safety risks associated with our activities.

Health and Safety general policy

Responsibility for health and safety lies with the Director of GeoloGIS Ltd. who will:

- provide adequate control of the health and safety risks arising from our work activities
- consult with employees, client staff and contractors on all matters affecting health and safety
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- ensure employees and contractors are competent at their tasks and provide adequate training
- undertake job-specific risk assessments in collaboration with clients
- prevent accidents and cases of work-related ill health
- maintain safe and healthy working conditions, and
- review and revise this policy as necessary at regular intervals.

Risk assessments will be made in advance of specific activities to ensure that any action required to remove or control risk is identified and carried out.

Geological investigation commonly involves working in remote, hilly or mountainous country in changeable weather conditions; information and advice as to best practice in such circumstances can be found in a number of publications including the British Mountaineering Council guide Safety on Mountains.

We may also expect to examine exposures in potentially dangerous locations such as quarries or construction sites, in which case the owner/manager of the site will be consulted in advance regarding safe working practices and appropriate precautions taken.