

AUGHTON AUTOMATION

CONTROL INSTRUMENTATION, ELECTRICAL, MECHANICAL & CIVIL ENGINEERS

Corporate Social Responsibility Policy

Aughton Automation is committed to operating its business in a manner that is both sensitive and responsible with appropriate regard to its legal obligations and according to relevant directives, regulations, and codes of practice.

The Brundtland Commission's report (1987) defined sustainable development as "*Development, which meets the needs of current generations without compromising the ability of future generations to meet their own needs*". Economic and social well-being cannot be improved with measures that destroy the environment. Intergenerational solidarity is also crucial: all development has to take into account its impact on the opportunities for future generations.

Aughton Automation is fully committed to supporting the above Brundtland Statement (*Source: The United Nations Economic Commission for Europe*), and the UK Government's vision for Corporate Social Responsibility in terms of businesses taking account of their economic, social and environmental impacts, specifically:

- Promote business activity that brings simultaneous economic, social and environmental benefit.
- Encourage innovative approaches and continuing development and application of best practice.
- Ensure best minimum levels of performance in areas such as health & safety, the environment and equal opportunities.
- Creating a framework that facilitates best business practices that balance profit and success with achievement of social and sustainability goals.
- Taking an active part in supporting the local community and social causes.
- Encourage increased awareness, open constructive dialogue and trust

Commitment to Corporate Social Responsibility

Aughton Automation recognises that its operations have an effect on the communities and environment in which it operates.

We are committed to operate in an environmentally sustainable, socially responsible manner and support our local community and social causes.

Local Community & Social Responsibilities

Aughton Automation is happy and proud to support many local projects, and to be an active and socially aware and responsible member of the community it serves.

However, due to the sensitive and highly confidential nature of some of the projects we support, and in order to deflect and avoid unfair and unwelcome – and also uninformed criticism - we do not openly publicise these activities.

The management is aware and motivated to subscribe to this ethic, and we assure our customers and partners that they can rely on Aughton Automation's absolute discretion, and to its total commitment to the benefit and wellbeing of all members of this community. We earnestly hope that we will be accorded the same level of trust and support by our community in return, in our efforts to demonstrate this commitment for the mutual benefit of all.

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Our Staff

Aughton Automation success is based on our people. We seek to develop, recruit, retain, reward and continually improve through training the needs of our employees.

We believe that much of our success can be attributed to the key values that we hold that are embedded throughout the organisation which include:

- Quality without compromise
- Willingness to listening and acting on feedback

Environmental Management Programme & Objectives

Aughton Automation does not produce any emissions or pollutants that come under the Integrated Pollution Prevention and Control Regulations issued by DEFRA, the company has identified that it's most significant impacts on the environment include:

- Disposal & recycling of waste (including paper, consumables and electronic equipment; See *Waste Carrier Certificates*)
- Energy & water usage.
- Transport and company vehicle usage.
- Purchase of consumables.
- Maintenance of buildings.

Methods for meeting the objectives within the Environmental Management Programme include:

- Maximising the reuse, recycling and sustainable disposal of waste.
- Minimising unnecessary energy usage and waste.
- Minimising the impact of company vehicle usage.
- Purchasing in an environmentally sustainable and fair manner.
- Minimising unnecessary water usage and waste.
- Ensuring that buildings are maintained in a manner that minimises environmental impact.

Our Integrated Management System details how these impacts will be monitored, managed and wherever possible, reduced.

Equal Opportunities

Aughton Automation believes in the principle of non-discrimination which emphasises that opportunities in further education, employment, advancement, benefits and resource distribution, and other areas should be freely available to all; irrespective of age, race, sex, religion, political association, ethnic origin, or any other individual or group characteristic unrelated to ability, performance, and qualification.

It is Aughton Automation's aim is to create an environment that encourages and values diversity within its workforce and builds on the differences individuals bring, enabling the Company's continued success.

We aim to draw upon the widest possible range of views and experiences in order to meet the changing needs of our staff, clients, and partners.

We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

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To achieve this, Aughton Automation will:

- Fulfil our social responsibility toward employees and the communities in which we operate.
- Recognise all legal obligations.
- Recruit, train and promote the best person for the position, to make full use of the talents and resources of all employees and to create a working environment free from unlawful discrimination, victimisation and harassment in which all employees are treated with dignity and respect.
- Periodically review our selection criteria / procedures and maintain a system where individuals are selected, promoted and treated solely on the basis of their merit and ability specific to the job role.

Provide the facilities and opportunity for any employee who believes that they have been treated inequitably within the scope of the equal opportunities & diversity policy to raise the matter through the appropriate grievance procedure.

Our approach to equal opportunities applies to both our employees and our services offered to clients.

Health & Safety

It is the Company's duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. This requires that regard is paid in particular to:

- Maintaining healthy and safe premises, and a healthy and safe working environment.
- Providing and maintaining safe systems at work.
- Providing health and safety information and training.
- Publishing and regularly updating a Company Safety Policy.
- Ensuring safety in the use of articles and substances.
- Conducting special risk assessment for expectant, new mothers and young persons

Providing such information, training, instruction and supervision as is necessary to ensure the health and safety at work of all employees.

Ethical Purchasing & Procurement

Aughton Automation is committed to procuring its works, goods and services in an ethically and environmentally sensitive way, yet with proper regard to its commercial obligations, ensuring that suppliers deliver to agreed timescales, quality and cost.

Purchase of goods and services is conducted according to the following principles:

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- Research will be conducted to ensure a clear understanding of the risks associated with the purchase of goods and services, and purchasing decisions will include contingency and risk mitigation strategies.
- Aughton Automation is committed to ensuring a transparent, cost effective and accountable process based on quality and is evaluated in a fair, objective, and structured manner that actively encourage competition. *(Please see our Procurement Policy)*
- ISO Certified small and local organisations are encouraged to participate in the procurement process.
- Company employees responsible for purchasing will not accept corporate gifts, or any type of solicitation that could be construed as enticement. *(Please see our Bribery & Corruption Policy)*
- The procurement process demonstrates that the approach taken to competition is rigorous, balanced and driven by service needs and market intelligence.
- Potential suppliers are ethical, sensitive to the environment and operate within EU and UK legislation.
- Suppliers are able to demonstrate their ability to deliver continuous improvement and cost savings throughout the life of the contract.
- Business transactions will, where possible be conducted electronically

Following its initial adoption, this Corporate Social Responsibility Policy will be reviewed by the Company's Board of Directors at the scheduled Management Meeting and may be amended from time to time



Brian Duffy

Managing Director

Aughton Automation

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