

## Corporate Social Responsibility Policy

AJT Engineering Ltd operates from four facilities situated at key locations in Scotland. The organisation's core businesses are provision of machining, welding, cladding, fabrication, piping & piping systems, mechanical fitting, Manufacture, repair & refurbishment of equipment and pressure testing. Management and provision of site services. Provision of heat treatment services. Our supply chain includes large multi-national and UK based suppliers who provide materials, components, and services.

We have policies for Equal Opportunity, Modern Slavery, Health, Safety, Environmental, Quality, Anti-Harassment, Whistleblowing, Anti-corruption and bribery

AJT's CSR policy is committed to:

- ✦ ensuring that all its activities are conducted safely by well-trained and qualified employees
- ✦ acting in accordance with all applicable laws and standards
- ✦ minimising the impact of our business operations on the environment
- ✦ making a positive difference within the community
- ✦ managing a feedback system to improve customer satisfaction and retention
- ✦ engaging with suppliers to ensure that a robust supplier management process is in place including supplier evaluations and re-evaluations to ensure the safety and quality of customer products and services
- ✦ ensuring there are clear communication between AJT and customers
- ✦ looking after our customer, to ensure they have a positive and lasting impression of AJT

AJT's Board of Directors have overall responsibility for developing corporate policies on social, ethical and environmental matters and reviewing the effectiveness of those policies. It is the responsibility of individual managers to communicate and apply those policies within their particular business areas. They are instructed to ensure compliance with existing legislation whilst maintaining, reviewing and refining our working procedures accordingly.

All policies and procedures are reviewed regularly, and any updates or changes shall be communicated to all staff.

### Human Rights, Employment and Ethics

It is our policy to adhere to all legislation relating to employment rights and equal opportunities, with particular reference to non-discrimination.

We ensure the following:

- ✦ that physical, verbal or psychological abuse – or any form of harassment – are not tolerated

- ✦ that any person with a disability receives the same consideration for recruitment, training and promotion on the basis of aptitude and ability and that we make every reasonable effort to accommodate their needs
- ✦ that we pay wages and provide benefits which meet or exceed national minimum requirements and adhere to working time regulations
- ✦ that we provide a safe, healthy and secure workplace and promote environmentally conscious business practices
- ✦ that all employees are expected to behave with integrity, consideration and honesty and adhere to our standards and code of ethics
- ✦ that we recognise the value of our own employees and our applicants and commit to provide appropriate training and personal development

### Health and Safety

We recognise our obligation to safeguard our staff, clients and applicants through compliance with all relevant health and safety legislation and adherence to careful and vigilant work practices. We ensure that our applicants receive the most appropriate health and safety training, are encouraged to be vigilant and careful whilst at work and that our customers have taken the necessary steps to secure their safety and comply with industry legislation.

Our managing director has overall responsibility for our health and safety provision, but we encourage every member of staff to take a personal interest in achieving a healthy and safe working environment.

### Environment

The directors and management are wholly committed to achieving a sustainably positive impact on the community in which we live and work. We believe that it is essential that our business should operate in an environmentally conscious manner.

Our objectives are as follows:

- ✦ minimising the negative impact of our business activity on the environment wherever possible
- ✦ doing our best to work with suppliers who do likewise
- ✦ setting a standard for our customers to emulate concerning environmental matters

Our most significant source of impact on the environment is in the use of electricity, water, fuel for travel and office consumables such as paper and IT equipment.

Our objectives are as follows:

- ✦ evaluate our energy usage to see how it can be reduced
- ✦ reduce water usage and waste
- ✦ avoid unnecessary travel (use video conferencing and remote working) and encourage alternate, lower impact means of transport
- ✦ establish a paper-free office culture and control use of printers and copiers
- ✦ reduce the need for paper-based correspondence and hard copy marketing materials
- ✦ consider environmental criteria when selecting services and goods

✦ champion and promote a more environmentally conscious business model

David Scalley  
Managing Director  
Date: 01/06/2023

Signed:



Next Review: 01/06/2024