



CORPORATE SOCIAL RESPONSIBILITY POLICY

Introduction

As an employer, corporate social responsibility (CSR) is important to us. We're committed to ethical and sustainable business practices. We take account of our social, economic and environmental impact. CSR is good for the planet, our employees, customers and local communities. As an ethical business, we recognise that everything we do contributes to these extremely important outcomes, so we are committed to challenging ourselves against a number of standards and policies to ensure we are exceeding our legal, moral and corporate obligations to all. This includes our customers and suppliers, local and wider communities, our employees, and the environment.

As well as our policies, we believe in maintaining a strong set of values which define the culture of our business and how we interact with others.

Who we are and what we do

PP Control & Automation (PPC&A) are a strategic outsourcing partner to Original Equipment Manufacturers (OEM's) globally. We provide the services of full turnkey solutions of electro-mechanical assemblies such as electrical control systems, cable harnesses, electronic box builds, right through to a full product manufacturing service. Our mission statement to our customers is to "Make Outsourcing Easy", this in turn will provide premium customer service and support our growth strategy.

Today PPC&A supply into a wide variety of market sectors that include food processing & packaging, medical, printing, machine tool, scientific and energy & power. In parallel, through our close links with a number of Universities and trade associations, we are engaging with companies within new sectors of "emerging technologies."

We currently operate from a single site with over 230 staff and have aspirations to become a well-known leading provider of partnered manufactured solutions by creating a group of companies that can exceed £100m sales in the years to come.

Origins of our CSR

In 2021, we created our CSR strategy. Its aim was to bring together and recognise the range of CSR activities we were already doing and to outline future commitments under each of the 5 main aspects of CSR. We wanted to show how we're contributing to sustainable development and adopting responsible behaviours that reflect our core values as an organisation.

We believe that a commitment to the principles of corporate social responsibility (CSR) not only makes good business sense but also complements our core business strategy and values. Our policy is based on the following principles:

- To minimise the impact and maximise the benefits that our work has on the environment and people around us.
- To integrate our CSR considerations into all our business decisions.
- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To review, annually report, and to continually strive to improve our CSR performance.

In developing our strategy and setting out our policy for the first time we aim to deliver gradual, continuous improvements in our performance every year. As a result, our approach continues to evolve as we learn lessons along the way. To help define our policy we have divided it into five key areas:



1. Looking after our Employees

Our employees are key to our success. To retain loyal and productive staff, it is vital to maintain a good working environment, strengthen employee engagement and create a positive employee experience. This is only possible through the creation of an inclusive working environment in which employees are both empowered to make decisions and have a 'voice'. We want to make PP Control and Automation Ltd an employer of choice, one which employees are proud to promote and recommend to friends and family as a great place to work.

As an employer of choice we will:

- Provide every employee with a handbook which clearly sets our standards of behaviour, company rules, conditions, policies and procedures.
- Give equal treatment to all current and potential employees, regardless of sex, race, disability, sexual orientation, religion or belief, age, gender assignment, marriage or civil partnership, pregnancy and maternity or paternity. We value and appreciate our employees diversity. We believe that mixed teams and a diverse workforce improves our productivity and creativity which is crucial to our long term success.
- Maintain a fair and humane working environment and have a zero tolerance policy concerning bullying and harassment. We will encourage respect and encourage employees to support each other. We will provide training for managers to ensure that all employees are treated fairly and in accordance with the company's policies comply with both the spirit and the letter of all relevant employment law. To support employee wellbeing, we have promoted a forum of employee volunteers '**Wellbeing Champions**' who are trained in mental health awareness. Wellbeing Champions actively support any employee who is having difficulties either at work or in their personal life through counselling or by sign posting them to external agencies. Sometimes just being there and listening is all that is needed.
- We have robust HR procedures and processes. These will effectively manage grievances, support whistleblowing, and promote the appropriate use of such procedures in an open and fair manner. We also enforce robust disciplinary procedures to ensure that our shared standards are met and the fair treatment of all employees.
- Provide appropriate remuneration and benefits for every employee, in addition we provide appropriate support for employees who have specific medical conditions, and assist with managing their return to work. Compensation to our workers shall comply with all applicable wage laws, including those relating to minimum wages and other legally mandated benefits. We also provide a good pension, and offer additional health care benefits and access to a EAP (Employee Assistance Provider).
- Provide suitable working environments in accordance with our health and safety policies and ensure that all employees are aware of their responsibilities with regard to health, safety, quality, environment and all other procedures.
- Provide suitable training and development opportunities and support and provide a framework for regular employee reviews with their line manager. To achieve this aim, we have launched our Bright Sparks training initiative, lean training and PDR processes to ensure that we enable



our employees to learn and develop, paving the way for outstanding performance. We support our staff through our PDR (Performance Development Review Process) to enable them to develop new skills and apply them in the workplace.

Values

PP Control & Automation (PPC&A) are committed to treating all employees with respect, honesty and gratitude, as well as helping employees achieve their learning goals. This commitment is embedded in to our core values that define our desired culture.

- Delivering Exceptional Customer Service
- Building a positive team
- Being passionate and Determined
- Being open and honest
- Pursuing Growth and Learning
- Embracing, enjoying and Driving Change
- Doing more with less
- Being Humble
- Making business Fun
- Being Adventurous and open-minded

These values are supported through regular initiatives, events, examples include.

Our **Route 6%** program that through identifying waste and problems within the business, problems can be turned into opportunities to make improvements. By collaborating with the team and other departments, we are able to identify solutions to these problems.

Appreciation Station allowing employees to publicly thank people for their support, explain what they did and how this was in line with our business' core values

Because of our committed to lifelong learning. In 2020 we launched **Bright Sparks University (BSU)**, our in-house learning and development program. We encourage all employees to engage in learning and self-development inside and outside of BSU.

2. Looking after Customers

PP Control & Automation (PPC&A) are a strategic outsourcing partner to Original Equipment Manufacturers (OEM's) globally.

By offering innovative outsourcing solutions that encompass a range of engineering and production disciplines, we can work with our customers in a manner which allows them to focus and invest on their areas of core competence and to support their growth aspirations.

PPC&A are successful by working closely with our customers, across the entire organisation in order to understand the important aspects of their business. This creates an open and transparent relationship that allows true customer-supplier integration. Customer Service is at the 'heart' of what we do and so communication is critical in how the customer perceives us. We strive to provide a proactive service and ensure a true partnership in every sense, supporting our theme of "Make Outsourcing Easy" for our customers.



Every year we conduct an external survey to assess our performance and look for areas and trends we can focus on and create improvement plans, this maybe reduction in lead-time through to enhanced quality.

3. Suppliers' Standards and Responsible Trading

At PP Control and Automation Ltd, we are committed to trading in a fair manner with all of our customers and suppliers. We take our legal and moral obligations very seriously in working to prevent acts of bribery, anti-competitive behaviour, modern slavery and illegal trading. We seek out the most advantageous procurement route for the life of a project. Where suppliers have tendered, we ensure that they are audited and checked against important criteria like financial stability and environmental compliance. It is vital that we ensure that we use good, ethical suppliers and maintain a good working relationship with them. Where possible we will use local suppliers who have a CSR policy in place. We are committed to maintain clear communication with them and to paying them properly and on time.

Code of Conduct

As part of the PP Control and Automation Ltd, employees are bound by the company Code of Conduct, which covers:

- Fair & Honest Dealing – with colleagues, shareholders, customers, suppliers and competitors.
- Compliance with Laws, Rules & Regulations – including antitrust laws, environmental laws, discrimination laws, political process, relations with government officials, integrity of records and compliance with accounting principles
- Conflicts of Interest – Avoiding any relationship, activity, or ownership that might create a conflict between personal interests and the interests of the company.
- Business Opportunities – Not taking any business opportunity discovered as a result of employment with the company for personal benefit
- Protection & Proper Use of Assets & Resources – Preserving and protecting the company assets and resources and to ensuring their efficient use, and only using them for legitimate business purposes
- Confidential Information – Protecting all confidential information from unauthorised disclosure, including customer, supplier, business partner and employee data.

Responsible Trading (Modern Slavery & Human Trafficking Policy)

We are committed to maintain high standards among our suppliers. We do not tolerate any form of modern slavery or human trafficking within our own operations. We are also committed to protecting communities and individuals from the crime of modern slavery anywhere within our supply chain. We continually evolve processes throughout our organisation that prevent the use of slavery or human trafficking, either in our own operations or across our supply chain. We regularly review and assess the degree of risk to individuals and communities in each of our operational areas from modern slavery. We identify and implement any steps required to prevent risks from impacting our employees or any other people connected with our supply chain. To ensure we comply with our corporate obligations under the Modern Slavery Act 2015



Prevention of Bribery Policy

We are committed to preventing acts of bribery and provide training for employees to ensure they understand the various forms that bribery can take, how to prevent it, and how identify and report suspected acts of bribery. This is supported by our policy which gives clear rules and guidance to employees on how to comply with the Bribery Act 2010. We act with integrity in all our business dealings, and we do not tolerate any corrupt practices or acts of bribery. We set clear expectations in our Code of Conduct for our suppliers, agents and distributors Comply with our corporate obligations under the Bribery Act 2010

4. Protecting the Environment

We're committed to reducing our direct impact on the environment by actively managing our waste, emissions and consumption of natural resources. We know our work has an impact on the environment and that we have a duty to manage that impact in a responsible and ethical manner. We do this through identifying all significant environmental impacts and putting processes into place to prevent, reduce and mitigate them. This also makes good business sense.

At PP Control and Automation Ltd, we are committed to adopting and promoting environmental good practice throughout our business in order to operate in a sustainable manner. The reduction of our environmental impacts and continuous improvement in our environmental performance are an integral part of our business strategy and operating methods.

We maintain, as a minimum requirement, the ISO 14001 Environmental Management System as the framework on which to continually improve our environmental performance. We will protect the environment by preventing pollution and promoting activities that help mitigate the effects of climate change. We ensure we comply with, or exceed the requirements of all relevant environmental legislation and codes of practice and compliance obligations.

We will make efficient use of natural resources, including gas, electricity and water to help reduce our carbon footprint. We operate effective procedures for the reduction, reuse and recycling of waste and for the safe storage and disposal of waste that cannot be avoided.

We work in partnership with our suppliers to promote effective environmental supply management, encourage sustainability and wherever possible purchase products and services that have the least impact on the environment.

We continuously assess the environmental impact of any new equipment, process or product we intend to introduce in advance and ensure the effective implementation of environmental policies and procedures by providing appropriate information and training to our employees and encourage their participation in environmental improvement activities.

We establish environmental targets and objectives and report our performance against them. This includes monitoring our waste streams including waste reduction, re-use and recycling. We will address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all interested parties. For more information concerning our targets please refer to our Environmental Policy.



5. Community (volunteering, schools, charitable organisations and fundraising)

We firmly believe that the trust, credibility and goodwill that we have built in our communities helps to create a positive social, working and business environment. Volunteering is also proven to improve employee engagement, self-confidence and wellbeing. To play a positive role in society, we've built a culture that promotes employee volunteering and fundraising. We will always actively support local businesses and the communities in which we operate. We encourage and empower our employees to get involved with community projects, use their skills and make a difference in the local area.

We ensure our activities positively contribute to the local community and engage with local organisations and representatives. We support local education bodies with work placements, factory visits and school/college projects.

Every year we nominate appropriate charitable organisations that share our aims and values, and provide support for them through charitable donations and publicity support our customers with their nominated charities through appropriate sponsorship and contributions for their charitable events

We maintain a process by which employees can nominate other local charitable organisations for donations and support on an ad hoc basis. Since 2016, we've raised over £5,000 for charity.

Our employees are encouraged to volunteer days to support the initiative. This means each employee can go out and support local projects and charities. We also have Wellbeing Champions across the organisation, who help raise money for charitable causes and support various community projects which include a local food bank and the Landywood and District Voluntary Help Centre.

Tony Hague
CEO

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