

Corporate Social Responsibility Policy

Introduction

D&A Systems limited has formalised a suite of Corporate Social Responsible (CRS) policies, which are intended to establish the company's long term direction and strategic aim's within a Governance framework.

Key policy statement

D&A Systems Limited will embed the principles of sustainability within its business activities to ensure that in all cases a balanced consideration is given to develop a long term sustainable business that delivers value for all our stakeholders including our employees, customers, suppliers, business partners and the wider community.

Aim of the Policy

The aim of the policy is to provide D&A Systems limited with a Governance framework which will identify and understand the needs of our stakeholders, to implement and deliver sustainable solutions and promote best practice to enable sustainable growth for the benefit of all.

Key Objectives

The company aims to achieve this by addressing the following :

Health and Safety

- We are committed to provide a safe and secure working environment in which we meet our obligations regarding Health, Safety and Welfare. Our management systems provide a structured set of core standards which must be adhered to by our employees and sub-contractors on site.
- We undertake and identify risk analysis of all our work activates and mitigating controls to develop safe systems of work.
- The safety credentials of our suppliers and subcontractors are scrutinised and assessed prior to their selection, and the competency of all staff is maintained through delivery of an individual comprehensive training programs.
- We regularly monitor our performance and that of our suppliers and sub-contractors, we revise our Health & Safety management systems as necessary to ensure we achieve our objective of continuous improvement.
- We monitor and investigate all accidents and near miss incidents, quarterly statistics are produced and communicated.

Our People.

- Our employees are the cornerstone to the success of our business, we believe in creating a motivational and inspiring workplace, committed to developing our people, giving them the right skills through training programs to deliver our business strategy.
- We also recognise the value of having a diverse workforce and promote a culture of openness, trust and integrity in all management and business practices.
- We have a code of conduct which employees are expected to abide by, these are outlined within our employee handbook.
- We are committed to protecting the human rights of our employees and of people engaged with our business.

Customers.

- We aim to develop and maintain strong and lasting relationships with our customers and deliver all services to the highest quality and specifications within the time frame agreed.
- We recognise that understanding the brief is fundamental to achieving success and continued sustainability, we employ professionals with an in-depth understanding of their area of expertise and encourage them to be fully commercially aware whilst taking into consideration our customers particular circumstances and challenges.
- We encourage building long term relationships with our customers through mutual trust and open dialogue, this enables us to understand our customer's ambitions and then work collaboratively to deliver shared goals.

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- We encourage our customers to give us feedback so we can benefit from their ideas, learn from our mistakes and take appropriate action.
- Trust and integrity is crucial to both our reputation and success, we are committed to the prevention of bribery by those who are employed by us or associated with us. We aim to conduct our business at all levels fairly honestly and openly with zero tolerance towards bribery.

Suppliers.

- The company is committed to the responsible management of its procurement process in order to deliver value for money, whilst actively pursuing environmental and socially responsible products, services and buildings.
- We will integrate sustainability, environmental and social issues into our procurement process.
- Giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services
- Maximising the opportunities for employment and economic gain within local communities and honoring prompt payment terms.
- Comply with all UK and EU statutory regulations and legislation and ensuring our suppliers and sub contractors do the same.
- We support the principles set out in the following International standards :
 - UN Declaration of Human Rights
 - UN Guiding Principles on Business and Human Rights
 - Core Conventions of the International Labour Organisation

We encourage others to support these standards and ask our suppliers and subcontractors to confirm compliance within their operations.

Environment.

- We recognise that a healthy environment and a successful business go hand in hand. It is therefore a fundamental responsibility of the company to protect the environment as a basic part of good business practice, allowing us to service the requirements of the present without compromising on those of the future.
- We risk assess our business and it's operations to understand and identify any negative impacts on the environment and the effect on the depletion of natural resources and biodiversity.
- The company is committed to the responsible management of its procurement process whilst actively pursuing environmental and sustainable products and services.
- We consider the environmental performance of all suppliers and subcontractors, and encouraging them to conduct their operations in an environmentally sensitive manner
- We consider and take steps to minimise carbon dioxide and other greenhouse gas emissions.
- We are committed to effective waste management and recycling, complying with all UK and EU statutory regulations and legislation and ensuring our suppliers and subcontractors do the same.
- We regularly monitor our performance and that of our suppliers and sub-contractors, we revise our environmental management systems as necessary to ensure we achieve our objective of continuous improvement.
- We monitor and investigate all accidents and near miss incidents, quarterly statistics are produced and communicated.

Community.

- Our employees are our greatest asset and we are always happy to support them in their charitable actions. We appreciate employees who give their money and especially their time for registered charities and with this in mind, we aim to help them in their efforts. This reflects our respect for our people's own generosity.
- We are committed to the continued support of varying charities, local community events and sponsorship, working occasionally alongside our customers and suppliers to make a positive input in the communities which we operate.

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D&A Systems Limited endeavours to continually improve its Corporate Social Responsibility such that all relevant policies, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually.

SIGNATURE :

A handwritten signature in dark ink, appearing to be 'M. J.', is written over a horizontal line.

POSITION : Managing Director

FOR AND ON BEHALF OF
D & A SYSTEMS LIMITED

DATE : 5th November 2018

Review Date 5th November 2019