



Corporate Social Responsibility Policy Statement

Installation Technology seeks to be a good cooperate citizen in everything it does. For more than 25 years Installation Technology have specialised in delivering secure wired and wireless network solutions for clients throughout the UK. We understand what drives their businesses, so we become integral to their strategy, development, and growth. Our innovative, customer-focussed approach is unique in the industry. For more than 25 years Installation Technology have also been one of the leading data cabling companies in the UK, delivering the highest standards of service, quality and advanced problem solving to major multinationals and public organisations across a range of sectors. Installation Technology sets new standards in networking solutions – for data, voice and power.

Our people, their skills, knowledge, and their commitment are clearly Installation Technology's primary asset. We have the blended expertise for understanding business as well as technology but most importantly our people understand how to listen and act with 'your best interests' in mind. They are the reason our clients stay with us; happy, satisfied, and confident in the services we provide. The result – we have been providing services to some of our clients for more than 20 years

Our Environment

We are an environmentally conscious organisation and as such we acknowledge the potential impact our organisation may have on the environment. We are committed to reducing our impact and improving our overall corporate environmental performance is a continuing priority. We endeavour to comply with all legislation, regulations and industry codes associated with our environmental impact.

Our Environmental Policy has been endorsed by our board, who give their full support to its implementation and ensure it is communicated, understood, implemented, and maintained at every level. We are committed to preventing pollution and continually improving our environmental performance. Our corporate environmental objectives are fully documented along with associated targets that are regularly monitored, reviewed, and audited.

A lasting focus on safety, Health & wellbeing.

Our Mission "the prevention of injury and ill health to those at work and those affected by our work activities"

The safety and wellbeing of all our staff, contractors and customers is, and always will be our priority. We pride ourselves on our zero-harm track record, which stems from inclusive involvement of our most junior engineers right up to board level.



We encourage strong leadership at all levels in championing the importance of health & Safety in the work place. Everyone in our company has an integral part in our health and safety system & takes responsibility to maintain and improve our safety culture. We encourage strong leadership at all levels, continually championing the importance of workplace safety. We train all our staff to a high level of competency and encourage continued personal development. We have specialists in all areas of safety from confined spaces to roof top working. We specialise in installing in difficult environments like railways and construction sites. Our message is simple- "home safe & healthy, everyday"

Equality & Diversity

The Company aims to ensure that no employee or job applicant is subject to unlawful discrimination, either directly or indirectly, on the grounds of gender, gender reassignment, race (including colour, nationality and ethnic origin), disability, sexual orientation, marital status, part-time status, age, religion or belief, political belief or affiliation or trade union membership. This commitment applies to all aspects of employment, including:

- Recruitment and selection, including advertisements, job descriptions, interview and selection procedures
- Training
- Promotion and career-development opportunities
- Terms and conditions of employment, and access to employment-related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy

Equal opportunities practice is developing constantly as social attitudes and legislation change. The Company will review all policies and implement necessary changes where these could improve equality of opportunity.

In addition, provisions for family and caring responsibilities which predominately were aimed at women have been extended to other family members, through increases in maternity provisions, the introduction of paternity and parental leave, and time off to care for dependants in emergency situations. The theme of family responsibility and support is set to remain at the centre of the agenda for some time to come, and the legislation will therefore be subject to further change and development.

Although the previous legislation to protect against discrimination was contained in separate Acts, the Equality Act, which came into force on 1 October 2010, harmonises the different approaches and protections by covering all types of discrimination within the same provisions.

Ethical Purchasing

Installation Technologies policy is to seek to purchase goods and services which:

- a) Are produced and delivered under conditions that do not involve the abuse or exploitation of any persons;
- b) Have the least negative impact on the environment. Such considerations will form part of the evaluation and selection criteria for all goods and services purchased by Installation Technology.



PURPOSE

The purpose of the policy is to:

- a) promote good labour and environmental standards in the supply chains of Installation Technology;
- b) to protect Installation technologies reputation.

Code of conduct

Suppliers adopting this Code of Conduct should commit to continuous improvement towards compliance with the labour and environmental standards specified, both in their own companies and those of their suppliers.

Labour Standards

The labour standards in this code are based on the conventions of the International Labour Organisation (ILO).

Employment is freely chosen: - *There is no forced, bonded, or involuntary prison labour. *Workers are not required to lodge deposits or their identity papers with the employer and are free to leave their employer after reasonable notice.

Freedom of association and the right to collective bargaining are respected: - *Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. *The employer adopts an open attitude towards the legitimate activities of trade unions. *Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace. *Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Working conditions are safe and hygienic: - *A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. *Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers. *Access to clean toilet facilities and potable water, and, if appropriate, sanitary facilities for food storage shall be provided. *Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers. *The company observing the standards shall assign responsibility for health and safety to a senior management representative.

Child Labour shall not be used: - *There shall be no new recruitment of child labour. *Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child. *Children and young people under 18 years of age shall not be employed at night or in hazardous conditions. *These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.



Living wages are paid: - *Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks, whichever is higher. In any event wages should always be high enough to meet basic needs and to provide some discretionary income. *All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid. *Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the express and informed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive: - *Working hours complies with national laws and benchmark industry standards, whichever affords greater protection. *In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

No discrimination is practised: - *There is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided: - *To every extent possible work performed must be based on a recognised employment relationship established through national law and practice. *Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided using labour-only contracting, sub-contracting or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed- term contracts of employment.

No harsh or inhumane treatment is allowed: - *Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Operating Procedures For Suppliers

The implementation of the Code of Conduct for Suppliers will be a shared responsibility between Installation Technology and its suppliers, informed by a number of operating principles, which will be reviewed from time to time.

Installation Technology shall:

1. Assign responsibility for ensuring compliance with the Code of Conduct to a senior manager.
2. Communicate its commitment to the Code of Conduct to employees, supporters and donors, as well as to all suppliers of goods and services.
3. Make appropriate human and financial resources available to meet its stated commitments, including training and guidelines for relevant personnel.
4. Provide guidance and reasonable non-financial support to suppliers who genuinely seek to promote and implement the Code standards in their own business and in the relevant supply chains, within available resources.
5. Adopt appropriate methods and systems for monitoring and verifying the achievement of the standards.
6. Seek to maximise the beneficial effect of the resources available, e.g., by collaborating with other Non-Governmental Organisations, and by prioritising the most likely locations of non-compliance.



7. Report progress in implementing the Code annually to management of Installation Technology

Installation Technology expects suppliers to:

1. Accept responsibility for labour and environmental conditions under which products are made and services provided. This includes all work contracted or sub-contracted and that conducted by home or other out-workers.
2. Assign responsibility for implementing the Code of Conduct to a senior manager.
3. Make a written Statement of Intent regarding the company's policy in relation to the Code of Conduct and how it will be implemented, if requested by Installation Technology, and communicate this to staff and suppliers as well as to Installation Technology.
4. Report progress in implementing the Code annually.

Both parties shall:

1. Require the immediate cessation of serious breaches of the Code and, where these persist, terminate the business relationship.
2. Seek to ensure all employees are aware of their rights and involved in the decisions, which affect them.
3. Avoid discriminating against enterprises in developing countries.
4. Recognise official regulation and inspection of workplace standards, and the interests of legitimate trades unions and other representative organisations.
5. Seek arbitration in the case of unresolved disputes.

This policy will be reviewed annually by the senior management and where deemed necessary will be amended and re-issued. It is publicly available as may be reasonably requested by any interested party.

Signature:

A handwritten signature in black ink, appearing to read 'Ian Parris', written over a white background.

Name: Ian Parris

Dated: 9th March 2022

Position: Managing Director

Policy Review Meeting – 13th March 2023