

Aird Walker & Ralston Ltd.



Registered Electrical Engineers

12F Lawson Street, Kilmarnock KA1 3JP

Telephone: (01563) 522236 Fax No: (01563) 521304

Company Registration Number: Scotland - SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Corporate Social and Ethical Responsibility Policy

Policy Statement of Intent

Aird Walker & Ralston Ltd values of integrity, trust, performance, continual improvement, innovation and transparency guide everything that the Company undertake and do, forming the basis of its relationships with associates. We are committed to maintaining compliance with current statutory regulations and legislation requirements applicable to our undertakings and expect our customers, supply chain and associates to maintain compliance in the same transparent manner, reflected in our implemented Corporate Social and Ethical Responsibility Policy.

Health, Safety and Welfare

Aird Walker & Ralston Ltd is committed to making continuous improvements to the management of its health, safety and welfare arrangements, further details are provided in our Health, Safety and Welfare Policy.

Environment

Aird Walker & Ralston Ltd is committed to making continuous improvements to the management of its environmental impacts, further details are provided in our Environmental Policy, Carbon Emissions Reduction Policy and WEEE Recycling Policy.

Quality Assurance

Aird Walker & Ralston Ltd is committed to making continuous improvements to the management of its quality management systems, further details are provided in our Quality Policy.

Business Integrity and Conflicts of Interest

Aird Walker & Ralston Ltd and its employees will act in good faith, in all business decisions, to avoid personal activities and financial interests which could conflict with their responsibilities to the company, whilst complying with all competition laws and to promote the conduct of company operations in accordance with those laws and regulations. The Company policy is not to give or receive inducements for business or financial gain, further details are provided in our Anti Bribery and Corruption Policy.

Human Resource

Aird Walker & Ralston Ltd have a duty of care to our employees and are committed to maintaining a working environment of mutual trust and respect, where all feel responsible for the performance and reputation of the Company. The Company conduct our operations with honesty, integrity and transparency respecting the rights and interests of individuals and the legal rights of employees to membership in trade unions. The Company check and retain personnel details as evidence, ensuring individuals legally have the right to work prior to commencement of any employment and implement remuneration practices in compliance with legal requirements. The Company have zero tolerance to any form of bullying or harassment within the working environment, should any bullying or harassment be discovered within the working environment appropriate action will be taken against the perpetrators that could lead to summary dismissal. The Company is committed to making continuous improvements in providing training to employees, whom are encouraged to develop their job skills through appropriate specialist training and development programmes, further details are provided in our Training Policy.

Equal Opportunity

Aird Walker & Ralston Ltd will recruit, employ and promote employees on the sole basis of the qualifications, experience and abilities needed to perform its undertakings. Discrimination is forbidden on the grounds of gender, age, race, national origin, religion and disability, further details are provided in our Equal Opportunities Policy.

Child Labour and Modern Slavery act 2015

Aird Walker & Ralston Ltd at this time do not have a legal obligation to establish a specific written policy due to the size of the business, however we do have zero tolerance to any form of child forced or compulsory labour, slavery and human trafficking, acknowledge and support the Modern Slavery act 2015, we expect our customers, supply chain and business associates to have similar ethical values as detailed in our Corporate Social and Ethical Responsibility Policy.



Aird Walker & Ralston Ltd.

Property and Equipment

Aird Walker & Ralston Ltd employees have a duty of care to respect and take due diligence to preserve and protect Company property this includes PPE, vehicles, plant, test equipment, tooling, fixed assets and also to utilise employee time as far as is reasonable and practicable, only for legitimate business interests. Property may not be loaned or disposed of except with the approval of a Director. This duty of care extends to third parties property and equipment associated with our activities. Employees have been instructed to report all damage, misuse or vandalism to property or equipment to a supervisor and or director so the appropriate action can be taken. Misuse and or Vandalism to property and equipment within the working environment will lead to the appropriate action taken against the perpetrators that could lead to summary dismissal.

Customers and Suppliers

Aird Walker & Ralston Ltd is committed to providing customers with products, services, systems and solutions which offer good value in terms of price and quality. The Company is committed to establishing mutually beneficial relations with its clients, supply chain and associates.

Community Involvement

Aird Walker & Ralston Ltd aims to be a company that fulfil its responsibilities to the societies and communities where it carries out its operations, consistent with its business objectives and legal obligations.

Modest donations to local charities are permitted at the digression of the directors, these will be recorded.

Public Activities

Aird Walker & Ralston Ltd promotes and defends their legitimate business interests.

The Company will co-operate with governments and other organisations, both directly and indirectly in the development of regulations, which may affect legitimate business interests.

The Company neither supports political parties nor contributes to the funds of groups whose activities are calculated to promote party interests. Any political statements made by employees are made in their personal capacity.

Confidentiality

Aird Walker & Ralston Ltd employees have a duty to protect confidential information and ensure that it is not communicated to the public or external parties. Authority for disclosures of such information will only be granted with the approval of the Directors.

Continual Improvements

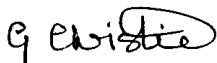
Aird Walker & Ralston Ltd is committed to improving all aspects of the business and welcome new ideas and suggestions from all business associates. Employees are encouraged to communicate suggestions and new ideas in person or anonymously via our suggestion box, for consideration.

Communication and Reporting

Aird Walker & Ralston Ltd has communicated our Corporate Social and Ethical Policy together with all other associated Company Policies within to employees and have displayed them in appropriate works locations. Employees have been encouraged and instructed to report any breach or suspected breach of our policy to management either in writing or anonymously and in confidence via the Whistleblowing Policy, further details are provided in our Whistleblowing Policy.

It is the ultimate responsibility of the Managing Director for overseeing the implementation of this Corporate Social and Ethical Responsibility Policy.

Signed



Gordon Christie
Managing Director
On behalf of Aird Walker & Ralston Ltd

Date: 01-07-2016

Date of Review:

01-07-2017



Managing Director: G.Christie