



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

12F Lawson Street, Kilmarnock, Ayrshire, Scotland, KA1 3JP - Tele: 01563 522236 - Fax: 01563 521304 - Web: www.airdwalker.co.uk

Corporate Social and Ethical Responsibility Policy

Policy Statement of Intent

Aird Walker & Ralston Limited values of integrity, transparency, performance, innovation and continual improvement, guide everything the Company undertakes and forms the basis of relationships with its associates. We are committed to maintaining compliance with current statutory regulation 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. While we all come from different ethical and ethnic backgrounds, our goal is to build a cooperative and harmonious work culture so that everyone can feel comfortable here.

Health, Safety and Welfare

Aird Walker & Ralston Limited 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. The health and wellbeing of our people is paramount whilst respecting individual's rights to choice and privacy, offer private health care, which can include family members. We request employee's inform us of medical conditions or situations they face at any given time which may have a detrimental effect on the individual or others. Compulsory and or random alcohol and substance tests or occupational health surveillance programs are not carried out by the Company, however we have agreed to our employees being subjected to clients testing programs as requested. The Company have a zero tolerance to any form of alcohol or non-prescribed drugs use whilst at work, further details can be found in the Drugs and Alcohol Policy.

Environment

Aird Walker & Ralston Limited is committed to making continuous improvements to the management of its environmental impacts, further details are provided in our Environmental, Sustainability, Waste Disposal, Carbon and WEEE Policy's.

Quality Assurance

We operate an integrated management system and are committed to monitoring, reviewing and making continuous improvements to our processes, procedures and work instructions, further details are provided in our Quality Policy.

Training,

The Company is committed to providing instruction and training to our employees, whom are encouraged to develop their job skills through appropriate training and development programmes, further details are provided in our Training Policy.

Business Integrity and Conflicts of Interest

Aird Walker & Ralston Limited 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 Limited 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.

Equality, Diversity and Inclusion

Aird Walker & Ralston Limited will recruit, employ and promote employees on the sole basis of the qualifications, experience and abilities needed to perform its undertakings. Everyone is treated equally with dignity and respect, discrimination is forbidden on the grounds of gender, age, race, national origin, religion and disability, and the Company have zero tolerance to any form of bullying, harassment or victimisation within the working environment, should any be discovered within the working environment appropriate action will be taken against the perpetrators that could lead to summary dismissal, further details can be found in our Equality, Diversity and Inclusion Policy.



Managing Director: Mr.G.Christie.

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

Aird Walker & Ralston Limited.

Child Labour and Modern Slavery act 2015

Aird Walker & Ralston Limited 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 associates to have similar ethical values.

Property and Equipment

Aird Walker & Ralston Limited 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. Safety Critical; Plant is examined by the insurance company every six month ensuring it is fit for use by competent persons. 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 Limited 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 Limited 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 Limited 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 Limited 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

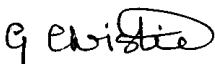
Aird Walker & Ralston Limited is committed to improving all aspects of the business and welcome new ideas and suggestions from all business associates. Employees are encouraged to communicate suggestions and new ideas in person or anonymously via our Suggestion Box, for consideration.

Communication and Reporting

Aird Walker & Ralston Limited has communicated this Corporate Social and Ethical Responsibility 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's 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 directors for overseeing the implementation of this Policy, which is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed



Gordon Christie
Managing Director

On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021

Date of Review: 01-07-2022



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