

Athena Professional Technical Services (Athena PTS) Limited was formed in 2011 and is an independent privately-owned company providing electrical engineering services offering electrical advisory, design consultancy, project support, installation, contracting, and operation and maintenance services.

Corporate Social Responsibility (CSR) for Athena PTS means that we take account of the impacts of our activities on the environment, society and the economy. This policy is structured around five aims, to:

- Maintain strong business ethics
- To manage our environmental impacts
- To promote sustainable development through our procurement practices
- To encourage our staff to be active citizens, committed to high performance and continuous improvement
- To support the local community.

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment.

Athena PTS will aim to achieve this through:

- Meeting, and where possible, exceeding all relevant legal requirements;
- Behaving with honesty and integrity in all our activities and relationships with others;
- Acting ethically and fairly at all times in our dealings with stakeholders;
- Maintaining internal controls that are adequate to ensure standards are met;
- Making the most efficient and effective use of all resources and encouraging all staff to develop a sustainable approach to their work;
- Minimising carbon emissions from business travel by avoiding unnecessary travel;
- Reducing the amount of waste generated and disposed to landfill through a waste minimisation and recycling programme;
- Working with our suppliers to achieve our sustainable and socially responsible procurement policy aspirations in the delivery of our services;
- Supporting the principles of fair trade;
- Attracting and retaining high calibre people;
- Enable employees to achieve their full potential through appropriate training and development;
- Provide employees with a healthy, safe working environment in which individuals are treated with respect;
- Establish a Charity Committee and support local charitable organisations through voluntary fundraising activities;
- Ensure all work carried out in local communities is implemented with care, courtesy and concern for environmental impact;
- Work with local education institutions to assist young people in choosing their future careers, being an advocate for our industry;
- Operate a Diversity and Equality policy for all employees and offer our employees clear and fair terms of employment and provide resources to enable their continual development;
- Provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment regardless of religious belief, political opinion, gender, marital status, dependency, disability, race, ethnic origin, nationality, sexual orientation, age, irrelevant criminal convictions or any other personal factor.

## CORPORATE SOCIAL RESPONSIBILITY POLICY STATEMENT

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This policy is supported by our commitment to our people, clients and the environment through our Quality, Environmental and Health & Safety Management Policies.

The Directors are responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

The effectiveness of the Policy Statement will be monitored and reviewed at least annually by the Directors to ensure the Company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement.



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Neil Smith – Director



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Mark Skeels – Director



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David Shawcross – Director



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Keith Bennett – Director

Date: 1<sup>st</sup> September 2021