



Guardtech group

CORPORATE SOCIAL RESPONSIBILITY POLICY

Introduction to Corporate Social Responsibility (CSR)

CSR refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed, any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

Guardtech Cleanrooms Ltd are committed to ensuring that any business undertakings are conducted as ethically as possible by following the below policy.

Who we are and what we do

Mission Statement:

Proud to provide high quality Cleanrooms & Controlled Environment solutions, serving and facilitating the important and essential work of the life sciences industries, developing innovative clean construction solutions and supporting clients in their bid for ongoing compliance.

Guardtech Cleanrooms Ltd are a family-owned private limited company established in the year 2000 that specialise in the design and construction of turnkey projects for Cleanrooms whilst also manufacturing a range of cleanrooms for worldwide shipping under the brands of ISOPOD (self-assembly cleanrooms), ISOBLOCK (volumetric modules) and CleanCube (portable cleanrooms). Guardtech serve industries across the life sciences sector and key markets include pharmaceutical production, medical device development, semiconductor, automotive and aerospace manufacturing, and diagnostics, testing and containment laboratories.

Guardtech directly employ 40 members of staff and have a range of approved sub-contractors that have worked with the business for many years to enable the scaling up of operations during busy periods, whilst allowing the company overhead to remain trim and nimble at other times, providing clients with pricing that is not heavily weighted by a large ongoing overhead. Guardtech annual turnover is approximately 10 million pounds and is estimated to grow to approximately 12 million in the 23/24 financial year.

Looking after Employees

Guardtech are a specialist design & construction business and staff development, and retention is key to the successful delivery of our Mission Statement. To this end Guardtech:

- Are an Equal Opportunities Employer as per the Human Rights Act 2010.
- Comply with the Modern Slavery Act 2015.
- Operate and enforce stringent health & safety policies to ensure the safety of all employees. This includes ongoing registration and accreditation with the following bodies: CHAS, NICEIC, SafeContractor, all engineers hold CSCS cards, IPAF and PASMA and senior staff hold SMSTS
- Develop and train extensive KPI's and standard operating procedures.
- Conduct periodic staff training sessions, role and industry specific.
- Hold regular staff appraisals and work directly with employees to create and work towards a personal development plan as part of employee growth and business succession planning.
- Hold quarterly company days to clearly communicate the current aims of the business and to illicit staff feedback to help support the growth of the business and its employees.
- Wages throughout the business exceed the National Living Wage and minimum employer pension contributions are in line with government recommendations.
- Enlist the support of Peninsula, a specialist HR consultancy firm that support Guardtech in ensuring they comply with their legal requirements in accordance with employment legislation and to promote effective employment policies and procedures with a view to creating within the business a good employment culture.
- Provide employee wellness and mental health support via Peninsula.
- Guardtech offer employees a 20% discount on Childcare Provision at nursery facilities owned and run by the major shareholder.

Looking after Clients

- Guardtech operate a continuous improvement process and as part of this process will conduct client satisfaction studies at the conclusion of each project to encourage open and honest feedback of their services. This client feedback is used to measure the impact of their services and implement improvements when they can be made. This is also used to fuel product and service innovation throughout the business.
- Guardtech are ISO9001 accredited and operate a full quality management system to ensure the quality of their products and services. The quality system is at the heart of the business and drives every decision.

Suppliers' Standards

It is vital to ensure that you use good suppliers and maintain a good working relationship with them. In this section, you could include information on any of the following:

- Guardtech conduct periodic supplier audits.
- Guardtech operate an approved supplier database and all suppliers must complete and return an annual supplier feedback questionnaire to remain on the database.
- All suppliers must provide evidence that they adhere to the Modern Slavery Act 2015.
- All suppliers must operate in line with the Bribery Act 2010.
- Guardtech are committed to paying suppliers on time.
- Guardtech are committed to clear communication with suppliers.

Protecting the Environment

Guardtech Cleanrooms Ltd are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do.

Our Policy, therefore, is to:

- remain compliant with all relevant applicable environmental legislations.
- integrate the consideration of environmental concerns and impacts into our decision making and activities,
- minimize our waste and then reuse or recycle as much of it as is possible.
- minimize energy and water use within our buildings and processes to conserve supplies and minimize the consumption of natural resources.
- minimize travel by vehicle sharing, remote conference calling and any other appropriate methods when appropriate.
- use local services wherever possible to minimize fuel consumption.
- source UK supplies in preference to importing.
- as far as it is reasonably possible, purchase products and services that do the least damage to the environment.
- train, educate and inform our employees about environmental issues that may affect their work,
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- communicate our environmental commitment to clients, customers and the public and encourage them to support it,
- where required by legislation or where significant health, safety or environmental hazards exist, develop, and maintain appropriate emergency and spill response programs,

Community Engagement

Guardtech are committed to making an impact, and as part of this commitment they undertake initiatives that support the local community and beyond, the current initiatives ongoing are as follows:

- Mobile Labs for Africa: Guardtech have committed to building and donating a mobile Covid-19 diagnostic laboratory van for use by the Ugandan government to distribute and administer covid-19 tests and vaccines.
- Guardtech support local charities, particularly those that impact and are connected to the company and staff
- Guardtech run an apprenticeship and work experience scheme.
- Guardtech where possible try to source as many components from the local area with almost all parts sourced from UK companies.

Measurement

As part of ISO9001 Guardtech commit to annual monitoring of all policies, however when improvements can be made to the working practices within the business that support the Corporate Social Responsibility policy then they are immediately implemented, and the policy is updated in line with the revision.

Signed:



Title: Operations Director

Date: 4th December 2023