



Corporate Social Responsibility Policy

APEM Limited aims to achieve its business objectives while meeting its commitment to corporate social responsibility which is a critical part of our values. APEM will take steps to act responsibly and demonstrate its commitment to employees, wider society and the environment and go beyond any regulatory obligations. The actions of APEM and its employees will be intended to have a positive impact on our relationships with customers, employees, suppliers and local communities.

Environmental Responsibility

APEM's expertise is in understanding the impact of various factors on different environments and therefore recognises the effect our operations may have on the environment. APEM has an environmental policy which identifies steps to be taken to minimise our impact, promote the prevention of pollution and reduce waste. Staff will be encouraged to use public transport where possible, participate in the "Cycle to Work" scheme and to use company vehicles so mileage can be monitored. We conduct our activities and operations in line with current legislation and are currently working towards ISO 14001 certification. We are committed to high standards of health and safety and recognise our responsibility to provide safe working conditions for APEM staff and which minimise the impact on others.

Supporting Individuals and the Wider Community

APEM is committed to supporting individuals and communities, whether or not employed by APEM, and to ensuring our business is conducted to the highest ethical and professional standards. We prohibit discrimination on any grounds and have an Equal Opportunities and Diversity Policy to support the fair treatment of all our employees. APEM matches funds raised by staff participating in charitable activities and also supports charities.

Responsible Procurement

As a small and medium enterprise, APEM recognises the importance of such organisations and ensures opportunities are provided to fellow small and medium enterprises to bid for work and has a Supply Chain Management Policy which underpins its relationships with other organisations. APEM seeks to safeguard the interests of those outside the organisation through a commitment to sustainable and ethical procurement including transparent payment practices.

Training and Development

APEM's training and development resources are directed towards providing employees with the skills and knowledge necessary for safe and effective job performance. APEM regards training as an investment that contributes directly towards improving individual and business performance. APEM is also accredited for adhering to the Investors in People standard and will ensure that it fosters corporate social responsibility through its training programmes and employees.

Signed

A handwritten signature in black ink, appearing to read 'Adrian Williams', with a horizontal line extending to the right.

Adrian Williams (Managing Director)

Reviewed: 24/06/2020

Revision	Date	Approved by	Comments
4	16/07/2019	Adrian Williams	Next Review: July 2020
5	24/06/2020	Adrian Williams	Next Review: June 2021