

***UN GLOBAL COMPACT  
COMMUNICATION ON PROGRESS (COP)***

**Z-Tech Control Systems Ltd.  
Period covered by your Communication on Progress (COP)  
From: 14<sup>th</sup> January 2017 To: 14<sup>th</sup> January 2018**

***1. STATEMENT OF CONTINUED SUPPORT***

15<sup>th</sup> February 2018

To our stakeholders

I am pleased to confirm that Z-Tech Control Systems Ltd. reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption. In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours

A handwritten signature in black ink, appearing to be "MS", is written over a light blue horizontal line.

Michael Swinhoe  
CEO

## **2. DESCRIPTION OF ACTIONS**

### **Human Rights**

Actions that Z-Tech has taken in the area of human rights:

- Ensure workers are provided safe, suitable and sanitary work facilities, this includes office drinking water dispensers and field team sanitation facilities.
- Protect workers from workplace harassment, including physical, verbal, sexual or psychological harassment, abuse or threats – our HR department offers drop-in consultation periods.
- Z-Tech provide free fruit available to all staff in Z-Tech offices.
- We reward the hard work of our team with regular company social events, incentives and development activities.
- We hold weekly company meetings which include every level of staff: to ensure all our employees have a forum to voice any concerns or issues and to reinforce the strong team ethos.
- We are committed to supporting appropriate professional development through sending our staff on relevant training courses.
- We take measures to eliminate hazardous materials from being used in the working environment and educate the work force to highlight potential hazardous materials, including COSHH assessments which highlight appropriate training and PPE required for specific materials used in the field.
- We operate a Workplace Social Media platform which communicates any changes in policy and promotes company engagement.
- We have introduced a 'Raise a suggestion or concern' which gives all employees direct access to the Z-Tech Board to communicate any issues or suggestions to changes in working practices.

### **Labour**

Actions Z-Tech has taken in the area of labour:

- We ensure that the company does not participate in any form of forced or bonded labour
- We exceed the minimum wage standards
- We ensure that employment-related decisions are based on relevant and objective criteria and have clear channels of communication with consultation.
- We regularly host work placement visits from both schools/ colleges and universities in order to help promote awareness and progression.
- We have implemented a graduate training scheme
- We operate an Apprentice Exchange programme with customers
- We are Technical Partners of the local Peterborough University Technical College
- We are IET Enterprise Partners

### **Environment**

Actions Z-Tech has taken in the area of environment:

- We avoid environmental damage via appropriate training of operatives with environmental hazard awareness and appropriate action via COSHH assessments.
- We ensure emergency procedures to prevent and address accidents affecting the environment and human health
- We minimize the use and ensure safe handling and storage of chemical and other dangerous substances.

- We have implemented the use of two all-Electric Vans on our London Based TfL contract, reducing both Carbon and Nitrogen Dioxide emissions in the capital.
- We have introduced two BMW Electric Motorbikes for our London based activity.
- We have assisted Highways England with the facilitation of electric vehicles to both Thames Water and United Utilities
- We have implemented mobile work tools which minimise the need for paper, and reduce site visits by enabling live and secure mapping to sites.
- Z-Tech are certified to ISO 14001.

### **Anti-Corruption**

Actions Z-Tech has taken to fight corruption:

- We assess the risk of corruption when doing business, we have anti-corruption and bribery policies which are issued and discussed at staff inductions.
- The Company takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all its business dealings and relationships wherever it operates
- We highlight anti-corruption and ethical behaviour in contracts with business partners and our supply chain sign up to our code of conduct
- Our internal procedures support the company's anti-corruption commitment and are reviewed yearly.

### **Measurement of Outcomes**

Z-Tech's most relevant indicators to measure outcomes:

- Z-Tech's accident rates remain low and we continue to keep incidents to an absolute minimum even though we have expanded circa 20% in 2017/18
- We continue to increase our diversity rates, actively promoting ourselves as an equal opportunity employer and appointed our first female Board member in 2017
- We have successfully reduced vehicle miles– with associated carbon reductions
- We won the Energy Saving Trust Fleet Hero Award – Best Private Sector Fleet, for the 3<sup>rd</sup> consecutive year and Received a Silver International Green Apple Award for Engineering in 2017.
- Z-Tech have installed charging points at Swavesey HQ and London offices, with four all-electric vehicles utilised throughout 2017/8, and 38% of company cars either hybrid or plug-in hybrid vehicles.