

**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 2020 To: 14<sup>th</sup> January 2021**

**1. STATEMENT OF CONTINUED SUPPORT**

15 January 2020

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.

Yours Faithfully



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 expanded 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 have introduced the Workplace Social Media system which gives all employees the opportunity to be heard – and includes all Health and Safety updates.
- We have introduced a 'raise a concern', which can be used anonymously, this can be used to report anything within the business operations at total anonymity, as well as offering suggestion for improvements – this goes directly to Board.

### **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, now in its second year.
- We operate an Apprentice Exchange programme with customers.
- We are Technical Partners of the local Peterborough University Technical College

### **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 an electric only company car policy where all new company cars will be renewed with only electric vehicles from 2020 - reducing both Carbon and Nitrogen Dioxide emissions
- 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.
- We have implemented an anonymous whistle blowing system through our online 'Raise a Concern'.

### **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.
- We continue to increase our diversity rates, actively promoting ourselves as an equal opportunity employer.
- We have successfully reduced vehicle miles– with associated carbon reductions
- Z-Tech have installed double Free charging points at Swavesey HQ and London offices.