

# Atec Social Value Charter



Engineering Solutions

**“Embracing our responsibilities by engaging and investing in our communities.”**



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## 1. Atec Social Value Charter

**“Embracing our responsibilities by engaging and investing in our communities.”**

## 2. Introduction to Atec

### **Who are we and what we do:**

Atec are a provider of products and systems for high reliability and safety critical environments, with a yearly turnover of c.£6 million, we employ a total of 37 people as part of our growth strategy we are aiming to reach a headcount of 50 at our Wardley factory by 2026.

Atec has over 75 years of engineering and manufacturing heritage, with its pedigree coming from its roles as part of Hawker Siddeley, Vosper Thornycroft and now AT Engine Control Limited.

Throughout our history, our focus on high-quality engineering solutions has remained constant. Our sustained commitment has seen us develop into a global market leader within the defence and industrial sectors.

Our business is centred on 5 key capabilities:

- **Obsolescence Management**
- **Maintenance, Repair, and Overhaul**
- **Build to Print**
- **Design & Manufacture**
- **Testing**

We pride ourselves on building long-standing relationships with our customers – some of which extend over our entire history which continue to prosper today. As a sustainable, profitable, private UK based SME company with a rich past and secure future, we are committed to providing our customers with excellent services and our people with an excellent career.

**To meet both our customers and our own exacting standards, we focus across 5 deliverables:**

- **Safety** – Setting strict standards for all of our actions
- **Efficiency** – Both in the way we operate and the products and solutions we deliver
- **Security** – Understanding our customers need for security and certainty
- **Reliability** – Always being on hand to meet customer needs
- **Environmental** – Monitoring all our processes to ensure environmental efficiency



## 3. Our Management Commitment

As a business, our “Why” statement (Purpose) is to:

***“To challenge, develop and inspire each other to excel, ensuring our customers receive safe and reliable solutions.”***

The Senior Management Team endorses the following principles as an approach to achieving the above and to live within our core values of quality, consistency, professionalism, and social value:

- Atec will focus its energies, resources, and talents on meeting the needs of our internal and external customers, clients and in support of that goal, the service needs of each other
- Atec will adopt a culture of continuous improvement of all its business programs, services and systems through planning and the establishment of specific goals
- Atec will expect all its employees to participate and collaborate in the solution of problems and in the delivery of improvement, in the belief that quality and safety is everyone's responsibility
- Atec will encourage and support its people to create a culture of trust, transparency, accountability, professionalism, equality, and respect of each other's values

## 4. Managing Director Statement

As a responsible company, we are committed to our employees and their environment and in the wider context, we will positively impact the communities where we live, work, and learn.

Our commitment starts with our people. We commit to creating a collaborative, inclusive and diverse culture that allows people to thrive in the manufacturing sector.

We believe that our core values of quality, consistency, professionalism, and social value form the backbone of the company ethos, and we live these core values in everything that we do.

I trust equally across the board that our employees, as our primary ambassadors of good practice will embrace the Company's Social Value Charter in decision making and daily practises.

We are committed to the protection and improvement of the natural environment by reducing discharge to air, land, and water with our ongoing certification to ISO14001 as well as our ongoing Net Zero Project.

As part of our commitment to our local communities, we will support and collaborate with local schools, both primary and secondary, as well as training organisations to promote engineering and



manufacturing amongst today's young people showing them the way in which our sector can improve lives and help the environment through innovation and the use of alternative sustainable materials.

Atec will continue its long-standing commitment to charity and in particular its partnerships with local charities, such as Forever Manchester and its commitment to help the community in which we work and live.

We will continue our apprenticeship scheme and utilise our academic engagement to increase the visibility of both manufacturing and Atec as a great opportunity for people to enter a rewarding career.

We aim to build our business over the coming 5 years in line with our strategic plans and will continue to do this whilst maintaining a safe, ethical, and fair culture that recognises differences as something that makes us stronger, smarter, and ultimately better.

As a Board, we will ensure that codes of practise and relevant corporate governance are in place to ensure the above commitment continues to be met.

**John Bowden**  
**Managing Director**

## 5. Our Core Values

Core values are what support the short- and long-term vision, shape the culture of the business, and reflect what a company values. We recognised establishing strong core values will provide both internal and external advantages to the company.

Our core values run through our business in everyday working practises and decision-making processes.

Our core values demonstrate an understanding of what our people, customers, regulators, suppliers, and local communities require of us. Our business values influence how we work as an organisation. They underpin Atec business processes and policies.

We aim to incorporate, promote and embed these values within our existing staff and ensure new recruits display a willingness to embrace our culture. We aimed to do this by engaging longer term with people and seeking their feedback particularly post our twice-yearly company updates and our yearly interim appraisal reviews.

To support growth and to make sure our business objectives are all met, we are aiming to embed our core vales as part of Atec's DNA, identity and in every decision-making processes.

**Atec core values are underpinned by our strapline "Striving for Excellence."**

**Our Core Values**



## Quality

Ensuring safety and quality by doing the right thing

- I am empowered and committed to ensure reliability and safety at all times

## Consistency

Delivering a high level of service to external and internal customers consistently

- I operate within company process at all times

## Professionalism

Demonstrating dedication, integrity, and professionalism

- I take pride, ownership, and accountability at all times

## Social Value

Embracing our responsibilities by engaging and investing in our communities

- I commit to positively impacting our communities, supporting, and respecting the people around me at all times.

## 6. Introduction to Social Value

### a. Why does social value matter for UK public procurement?

Social value has a lasting impact on individuals, communities, and the environment. The Government has a huge opportunity and responsibility to maximise benefits effectively and comprehensively through its commercial activity. A missed opportunity to deliver social value may lead to costs that the taxpayer has to absorb elsewhere through public procurement.

## 7. Social Value Model

The Social Value Model ('the Model') sets out the Government's social value priorities for procurement. It includes a menu of social value options for commercial staff in in-scope organisations to review and select with their internal clients and any other stakeholders.

### a. Theme Outlines

There are 5 themes and 8 policy outcomes which flow from these themes, as follows:

Themes Policy outcomes

#### **Theme 1 – Covid 19 Recovery**

- Help local communities to manage and recover from the impact of COVID-19

#### **Theme 2 – Tackling Economic Inequality**

- Create new businesses, new jobs, and new skills
- Increase supply chain resilience and capacity

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### **Theme 3 – Fighting Climate Change**

- Effective stewardship of the environment

### **Theme 4 – Equal Opportunity**

- Reduce the disability employment gap
- Tackle workforce inequality

### **Theme 5 - Wellbeing**

- Improve health and wellbeing
- Improve community cohesion

## 8. Help local communities to manage and recover from the impacts of Covid-19.

Atec supported the workforce in many ways throughout the pandemic and still maintain a commitment to creating a safe working environment for all. We were able to offer working from home to staff who were vulnerable or would feel more comfortable not being in the office if their role was applicable.

We also relocated staff around the office to adhere to social distancing guidelines and provided PPE including masks and sanitiser to both staff and visitors. We also had social distance indicators which were given to all staff. These devices ensured that staff adhered to the social distance guidelines by giving a small beep to indicate that they need to allow more space between themselves and the other person.

As an SME we are really proud that we used the time during the pandemic to focus on additional projects, training and kept moving forward.

We faced the difficulties and market disruption by making sure that when the world trickled back to a sense of normality we would be invigorated and more knowledgeable in order to provide the best solutions for our customers.

Whilst we have seen the easing of government restrictions in relation to Covid-19 we understand that it still may impact our staff, their families, and the wider community and as a result, we still continue to provide PPE, and facilitate working from home (where applicable) for those who test positive, in order to stop the spread and protect our staff.

As a business we want our staff to feel comfortable and endeavour to manage both the safety of our staff and reducing disruptions to our operations.

Over the past two years we established a Covid team who met every Monday, to discuss new guidance from the Government, any feedback from staff that needed addressing, they also developed a Covid-19 risk assessment, which was distributed to all staff.

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The Covid risk assessment is still being sent out to keep all staff informed on company policies and how to keep themselves and others safe. The assessment uses a grading system to comprehensively assess a wide variety of factors and what level of risk they may present to our staff.

Similarly, if any changes to government guidelines are made, or there are any company changes we wish to make, the Covid team will call a meeting and make the agreed and appropriate amendments in accordance with the new advice. This information will then be passed on to all staff, so they are up to date on company policy regarding Covid-19.

## 9. Tackling Economic Inequality

### a. Creating new businesses, new jobs, and new skills

Atec is dedicated to engaging our local communities in a variety of ways, from work experience, apprenticeships, offering onsite visits and tours and charity fundraising. Atec is passionate about encouraging young people to consider a career within engineering and manufacturing in a variety of capacities.

At Atec we want to impact our next generation and to inspire and help young people with no prior experience or knowledge of Engineering or Manufacturing to break into the industry.

As a result, when we hire new apprentices, it's a priority to us that they learn the theoretical knowledge in a college environment so that they feel confident when they learn the practical elements on the shop floor with our Engineers, and so that they can gain tangible qualifications that they can carry with them and use to propel them throughout their careers.

Our community engagement with schools and colleges is focused on inspiring the local community and highlighting that despite the challenging times, there are local businesses who want to teach them skills and offer them experiences which help them gain insights into working within manufacturing and engineering.

We offer work experience weeks staggered throughout the year to local schools and colleges, and also work closely with another local high school on a mentoring project, who have been on site to talk to our apprentice and graduate members of staff to discuss career paths and to present to them all of the routes they can take when they leave school.

Throughout this engagement with local students, Atec's goal is to uplift and enrich not only its local communities but also the engineering and manufacturing industry in the Northwest as a whole, to create a culture, where students feel like they have every skill and opportunity to achieve their aspirations.

We strongly believe in constant personal and professional development at Atec and have a strong education focus for all members of staff.





Our people are able to research and attend any courses, training, and extra qualifications that they feel will help further them in both their career and their role.

We foster a positive, and supportive environment for those who want to continue to learn both, physically and financially.

## b. We invest in people:

Any modern technical business cannot function without a solid platform of infrastructure and equipment. We are continually investing to ensure our ability to meet our customer expectations. Further, our investment extends beyond capital to our other critical resource – our people. We are committed to developing our staff and regularly take on both apprentices and trained technicians, design engineers and managers, investing in ongoing training to maintain and enhance their skills.

As an AS9100 accredited business, our people are crucial to our performance delivery, and we are committed to their development. We are proud to have successfully achieved the Silver Accreditation of the Investors in People (IIP) Standard in December 2017 and the Gold Accreditation in October 2020 which is the second highest level of accreditation.

We are aiming for IIP Platinum in the next few years, as part of our 3-5 business strategic plan and growth. Our people and our management team take ownership of the best practise and continuous development we have in place to support people.

**“Organisations that meet the world recognised Investors in People Standard reflect the very best in people management excellence.”**

## c. Increase Supply Chain Resilience and Capacity

Atec recognise the risks to product integrity and Corporate and Social Responsibility that is presented by having an expansive global supply chain map. Atec has been active in narrowing it's supply chain map, with the result that, as of February 2022, 99.5% of our annual Spend by Value (99.0% by Volume) is sourced within the UK. This gives us the assurances that UK government company regulations demand and enables us to make on site assessments and inspections, at our supplier's premises.

Atec will continue to prioritise UK sourcing and will monitor this metric and continue to offer the data for scrutiny. Along with Atec's Counterfeit parts policy and control measures, as part of our supplier on-boarding and supplier approval renewal process, we have a robust process for reporting and managing risk in our supply chain.

To build resilience in our supply chain we have implemented, into our Supplier Assessment Checklist, questions that determine the supplier's Cyber Security status. When on-boarding suppliers, we will move towards mandatory Cyber Essentials accreditation.

For existing suppliers, we are revising our Supplier Approval renewal process, to capture whether existing suppliers are Cyber Essentials accredited, and to enforce a “Sunset” date for any suppliers that are not willing to gain this accreditation. Atec will produce a Cyber Security Risk KPI to measure the risk that the current supply chain presents.

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The heightened risk that online operations present is something that Atec recognise and are addressing directly. We have held the Cyber Essentials accreditation for 3 years and as of June 2022 we were awarded the Cyber Essentials Plus accreditation following an audit.

We are also working towards ISO27001 and conducted the first stage of the audit in July of this year, and we will move on to stage two of the audit in September 2022 to hopefully complete and gain our ISO27001 standard.

We can demonstrate the essentials of '10 Steps to Cyber Security' within our current and planned measures (ISO 27001) for managing Cyber Security and controlling risk in our supply chain:

- Understanding our Supply Chain
  - The onboarding assessment criteria for new suppliers
  - The ongoing supplier data renewal process for existing suppliers
- Embed Security Within the Supply Chain process
- By moving towards mandatory Cyber Essentials accreditation for the future supply chain
  - The introduction of a "Sunset" date for Cyber Essentials accreditation
- Support Your Supply Chain to Improve
  - For our SME suppliers, we will offer and aid them to gain Cyber Essentials accreditation.

## 10. Fighting Climate Change

Atec is committed to the protection of the environment by reducing discharges to air, land, and water, wherever possible and applying the principles of environmental management whilst maintaining commercial effectiveness.

The company's Senior Management is firmly convinced that all companies can create value sustainability, while minimising their impact upon the environment. The company is firmly committed to ensuring compliance with all national and European environmental legislation and regulations.

The company encourages environmental management and is certified as compliant with ISO14001 standard at its factory in Manchester and is committed to deploying an effective environmental measurement system allowing for continuous improvement.

We successfully passed and retained an audit in July 2022 to renew our ISO14001 certification for another year.

In our efforts towards fighting climate change, we are working towards, reducing waste at source by minimising and preventing unnecessary use, where this is not possible, we will endeavour to recover, recycle, or reuse.

In order to achieve that we have devised a waste control plan which uses the principles of the waste hierarchy and DEFRA guidelines. Also managing the consumption through managers monitoring and encouraging the economical use of energy internally and by applying the principles of the Integrated Pollution Prevention and Control Act (IPPC) to our products where possible.

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We have a waste control plan that aims to follow the principles of the “Waste Hierarchy” i.e.:

- Eliminate waste where possible
- Reduce the amount of waste produced
- Reuse wherever possible
- Recycle after use

We are developing an Environmental Management System in order to pursue continuous and sustained improvement in line with our ISO 14001 qualification and to drive our ideals in close connection with authorities, shareholders, customers, and all our supply chain and with this promoting environmental awareness through training for all staff.

Overall responsibility for environmental matters at Atec rest with the Managing Director, to achieve these aims.

- Ensuring our discharges to air, land and water arising from our business activities shall be controlled and monitored by applying the principles of the Integrated Pollution Prevention and Control Act (IPPC) as applicable to our products and services.
- Reducing waste at source by preventing unnecessary use and minimising the amount generated. – Where this is not practicable, we will endeavour to ensure waste will be recovered, reused, or recycled.
- Managing the consumption of energy in an efficient manner through manager attaching particular regard to the economical use of energy in order to reduce running costs and emissions as an integral and essential part of their overall management
- Developing an Environmental Management System in order to pursue continuous improvement in line with our ISO and as ideals in close connection with authorities, shareholders, neighbours, customers, and all members of our supply chain.
- Promoting environmental awareness through effective education and training.

Additionally, we offer affordable opportunities for our people to reduce their carbon footprint. The salary sacrifice scheme includes electric cars which can be charged on site and a cycle to work scheme.

Our people facilitate the implementation of ever more environmentally friendly technologies, innovation processes and organisational systems, and we are united in becoming carbon neutral.

We regularly measure and monitor our systems to fight climate change and use this to determine and improve KPI's. This data is then used to set environmental targets and establish improvement goals.

By continuing to analyse and improve our environmental impact we will establish a framework to contribute to Atec's environmental stewardship in order to maintain and encourage a rich biodiversity.



At Atec we have a Net Zero committee which is consisted of employees from a variety of departments. the Net Zero Committee meet once a month and are leading Atec's fight against climate change.

We have introduced a new logo to symbolise our Net Zero initiative internally and externally and have opened an email account to welcome any feedback or suggestions from the employees.

Along with this we have increased our signage on site, including informative posters in departmental areas, and room checklists. We are asking our employees to form habits that will ultimately become routine to make some of the smaller changes permanent.

One of our biggest contributions to reducing our waste as a business is our Digital shop floor project in collaboration with Made Smarter. The project, which launched in May 2022, collated all available data into an interactive dashboard accessed by the engineers' tablets.

This project allows for the complete removal of paper from our operations on the shop floor and encourages complete collaboration and the ability to make comprehensive and informed decisions. As a result of the project, we predict a wide range of improvements to benefit not only staff, and internal operations but will see benefits passed on to our customers.

Our biggest driver towards fighting climate change is our journey to decarbonise completely, with a roadmap to Net Zero, which commenced in 2020 and has a range of projects mapped out with an aim to achieve this by 2030.

The roadmap is comprised of 3 scopes: 1. Direct Emissions, 2. Indirect Emissions (Purchased Energy), 3. Indirect Emissions (Supply Chain and 3<sup>rd</sup> tier emissions). Part of scope 3 will be challenging our supply chain partners to show reductions of carbon output. This roadmap will be reviewed and managed by our Net Zero committee quarterly.

We are committed to making fighting climate change a key and central part of our policies and operations, we are constantly learning and educating ourselves on best practises as an SME and have a sustained commitment to becoming carbon neutral.

## 11. Equal Opportunity

### a. Reduce the Disability Employment Gap.

As a business we very much welcome the government initiative to bridging the disability gap in the UK. We are committed to fostering an inclusive and positive working environment for all and keep social values at the core of everything we do.

We have always had a supportive framework to recruit, retain, encourage, and manage people with disabilities and or health conditions. Our goal is to give everybody the best training and support, by considering all aspects of their circumstances and to always provide equal opportunities.

As a part of this supportive framework members of the Senior Management Team have been trained on how to provide support to those protected by the equality act including mental health conditions.

This allows managers to successfully monitor and aid career progression, personal development, how to effectively manage people with a disability or health conditions on a day-to-day basis with a



duty to make any reasonable adjustments and how to attract those with disabilities and health conditions to any vacancies and support them through the recruitment process.

Similarly, we have workplace adjustment processes and policies to offer further support, these include phased returns, working from home and comprehensive occupational health assessments which effectively evaluate and implement strategies to allow people to work comfortably and without barriers.

These policies apply not only to new employees but our existing employees if they are ever to find themselves diagnosed with a disability. Consequently, we would look to create a long-term flexible plan with the employee's health and wellbeing at the core.

The fulfilment and continued development of these frameworks create an environment where there is a zero-tolerance policy on any biases made towards those with disabilities and or health conditions.

Similarly, as a business we would encourage the development of those with disabilities through offering and presenting additional training and the opportunity to progress within the business.

We operate with a strict open-door policy within the business, and we actively support any employee at any time, taking any issues to their line manager or our MD, and have found that this actively inspires a safe, and productive working environment for all.

In the next 12 months, we pledge to reduce barriers that hinder disabled people from working effectively through the implementation of new technology and encouraging development through flexible and alternative work, which we will actively monitor using a structured skills matrix that will be reviewed at the monthly management meetings.

Coupled with the continuous training of our management team and staff we will stay committed to tackling inequality in employment and encouraging a more diverse workforce.

## b. Tackle Workforce Inequality

### i. Equal Opportunities:

Our intention is to enable all of our staff to work in an environment which allows them to fulfil their potential without fear of discrimination or harassment. The company's commitment to equal opportunities extends to all aspects of the working relationship including:

- Recruitment, retention, and selection procedures
- Terms and conditions of employment, including pay and benefits
- Training, career and personal development, promotion, and succession planning
- Work practises, conduct issues, allocation of tasks and responsibilities, disciplinary, and grievances
- Work related social events
- Termination of employment and conditions after termination, including providing references and statement of employment
- Criminal records and background check (pre-employment)



In assessing the requirements for a job offer or any of the above criteria, management should ensure that no employee is placed at a disadvantage as a result of the following protected characteristics:

- Race
- Sex
- Gender reassignment
- Sexual orientation
- Marital or civil partnership status
- Disability
- Religion or belief
- Age
- Pregnancy and maternity

The company has a zero-tolerance approach in place for harassment in the workplace for any reason including those protected characteristics detailed above or its people. Such conduct is unacceptable and violates our commitment to provide a suitable working environment for all people.

Unwanted conduct which has the purpose or effect of violation of the recipient's dignity, unacceptable language or unwanted attention which creates an intimidating, hostile, degrading, humiliating or offensive environment for the recipient is considered harassment. This is not an all-inclusive definition.

Each and every employee has a duty to observe and apply this policy at all times. Violation is a serious offence and, in some circumstances, may be regarded as Gross Misconduct. If you are found to have harassed another employee or condoned harassment you could be the subject of an investigation meeting (fact finding) and disciplinary action and summary dismissal.

Any employee who believes they have received less favourable treatment on the grounds of any of the protected characteristics, would be asked to discuss the problem immediately with their Line Manager, HR Manager, and follow Atec's Grievance procedure.

All Atec managers are fully trained on essential HR Management skills which covers all aspects of equal opportunities.

The company respects the right of staff to receive fair pay and in line with national minimum wage requirements, is committed to ensuring decent working hours, and promotes remuneration based on the principle of gender equality.

We recognise and value the importance of equality, diversity, and inclusion into making sure we have lots of different perspectives when we are providing services to candidates and the wider business.

As an employer, it is our primary responsibility to ensure that employees feel comfortable in the workplace and that all of their needs are being met.

We understand that many people with disabilities face problems landing their dream job roles due to the lack of support and basic facilities at workplaces. We as a business support an inclusive workplace and are aiming to create the most suitable and accessible environment for our employees to shine.

The company seeks to be a responsible company and constantly strives to achieve excellence. The company actively involves its staff in its future development and encourages each of them to participate in both personal and professional development.

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The company seeks to respect personal privacy and data protection, under GDPR regulations. Individual employee information is subject to the principle of limited use. The ESS (Employee Self Service) module was implemented in 2021 to provide employee access. The HR system has been in place for several years and is compliant with GDPR with extra degrees of security to staffing data and documentations by being paperless.

The company is committed to maintaining the Employee Handbook and provide regular updated versions which are accessible to all employees and every new starter receives a copy prior to their start date of employment. Furthermore, the business has a system in place called Q-Pulse which stores the company's policies, procedures, forms, manuals, and templates. The system sends notifications to document holder(s) to remind them of any document update review/overdue. All employees have access to the system to view and download, with their own unique username and password.

Atec is committed to respecting and promoting internationally recognised values and fundamental human rights.

The company seeks to ensure respect for human rights in its business activities. The labour conditions for our staff are decent and meet and comply with applicable government legislation.

Atec prohibits child labour, our company does not employ anyone under the minimum age required by the laws of the country in which we operate.

Modern Slavery ACT 2015 best practises do apply to all people working for us, or on behalf of us in any capacity, including at all levels, Directors, agency workers, seconded workers, volunteers, apprentices, external contractors, interns, school placements, third party representatives and business partners.

Atec commend the efforts made by the UK government and a range of other businesses to recognise the signs of modern slavery and as a result leading to the hopeful reduction and abolishment of this occurring in the UK and around the world.

We understand it is absolutely paramount to ensure our staff are fully trained to deal with this. Therefore, Atec is committed to training, education, and awareness for our Purchasing team, Senior Managers and any member of staff who regularly deal with external customers and suppliers. This training will then be offered to all employees.

Modern Slavery and Human Trafficking training will be a part of a rollout programme which commenced in April 2022, and we hope to have all (relevant) staff completed by December 2022.

The training will allow those who work with suppliers to recognise signs of potential modern slavery in the supply chain such as extremely low prices, and for us to recognise any internal signs of any new and existing employees. This will encourage vigilance when we visit suppliers, when we have people onsite and to raise alarm if we see any of the signs that may indicate that someone is being exploited.

All of Atec's Senior Management Team have undergone equal opportunities training and understand and concur unequivocally with our policies, guidelines and ethics on the subject and will always ensure that those who fall under these guidelines are uplifted and encourage to grow, progress, and learn with us.

Atec have undertaken Six Sigma Yellow belt training, and then implemented the training to launch two different projects concerning departmental communication boards and 5s methodology. It is



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important to encourage 5s in our everyday practises as it simultaneously will help reduce any risk of accidents, and other health and safety concerns.

The Lean Six Sigma Yellow Belt training is designed to provide delegates with a good understanding of the basic Lean Six Sigma methods and prepare them not only to participate as contributors to Lean Six Sigma projects, but also to start to address simple improvements in their own working area. Yellow Belts are not experts in the methodology, but understand the activities, deliverables, and key concepts of team problem-solving.

The Six Sigma Yellow Belt is the first step for people/professionals into the world of process improvement. It is intended for those who wish to gain a basic understanding of Six Sigma and the phases of DMAIC, Define, Measure, Analyze, Measure, Control. Six Sigma is a step-by-step process of statistical tools and interventions, with the help of which companies can interpret the business processes requiring attention, find the root cause of problems, and sustain improvement gains.

The Yellow Belt certification provides an overview of the Six Sigma techniques and its metrics and basic methodologies for improvement. A Yellow Belt Certified individual is expected to know how to integrate the methodologies of Six Sigma to improve transactional systems and production for meeting of organization objectives and customer expectations better.

This led to the implementation of the departmental cubes. The cubes are a key method of communication at Atec and are the hub of each department and are the location for the morning cube meetings that take place in every department every day.

The cubes are the place where internal communications, departmental KPI's, projects and tasks are presented for all members of the team to be aware of. The cubes are also used as a way to solve any departmental barriers which may be hindering a project for example a component from a supplier arriving late which may affect the customer build schedule.

We have found that using these communication cubes departmentally has allowed for more open and honest communication from members in the same department, and for all members of staff to speak up when they are having any issues.

Atec also have the ICE committee which is another internal committee consisting of employees and chaired by our MD. The ICE committee stands for the information and consultation of employees and its members are made up of at least one person from each department ensuring a fair representation across the business.

Any issues can be submitted and presented to the group anonymously and will be openly and fairly discussed by the committee and then the concluding outcomes and policies if any, will be updated via the ICE board and the representative from each department will brief their colleagues on these changes.

These are the procedures and processes implemented by Atec in an effort to cultivate an equal and positive working environment for all.

Atec is committed to eradicating any form of discrimination based on sex, age, origin, religion, sexual orientation, physical appearance, state of health, family circumstances, political opinions, pregnancy status, trade union membership or disability, and also any other forms of harassment, threats of violence, abuse, coercion, or corporal punishment, in line with the Equality Act 2001.





## 12. Wellbeing

We put a particular emphasis on our employee's mental health and wellbeing as traditionally we recognise that it has not been accounted for as much as physical health problems have been.

### a. Improve Health and Wellbeing

The company will provide Private Health Insurance affording benefits for the employee, the employee may be required to pay the first £100 of each claim or such other sum as the company may from time to time deem necessary.

At Atec we invited everyone to complete at least twice a year, as DSE assessment and have an occupational health assessment in place to support any concerns or requests to obtain experts advice to provide reasonable adjustments, for our people. We pay for employee eyes tests, as well as a £50 contribution towards any prescribed glasses, when requested by the employee in line with our DSE assessment and health and safety requirement.

We also recognise the impact of the Covid-19 pandemic on an individual's mental and physical wellbeing.

We have three mental health first aiders on site, who have received specialised training from MHFA England and are able at all times for our staff to speak to and discuss anything to do with mental health or any issues that they may be having at home or at work. This is completely separate from our HR department, but staff also are aware that any issues that they have can be taken to our HR department and will be dealt with appropriately.

Atec also work with a company called Health Perks, who are a company who specialise in health and wellbeing within the work environment, with this partnership we regularly host wellbeing days for all employees.

These days consist of a nutritionist and wellbeing expert from Health Perks coming onsite to host focus groups on nutrition and offering massages and relaxation therapies, they teach a variety of tips and expert knowledge that highlight the importance of practicing a healthy lifestyle and how to implement these techniques.

We also have three first aid trained employees on site, and they are required to notify all staff at the entrance when they enter and exit the building so all members of staff are aware if they need assistance who is able to help them. All three of our first aiders have received training from St John's ambulance over a three-day period and are qualified for three years after which we will renew our qualification.

Our health and safety committee meets once a quarter and is committed to any health and safety concerns that have been raised by employees or managers.

These issues can be anything ranging from internal or environmental factors that may affect their health and safety and will be addresses within the committee and changes to policies, infrastructure etc may be implemented.

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The company's senior management implemented a proactive health and safety management system. Employees are actively involved in the decision-making process and with monitoring the implementation and effectiveness of all our management systems via committees, risk assessment and education programs.

Atec places great importance on the Health and Safety of its employees whilst they are at work, we consider this to be a management responsibility ranking with such matters as production, quality, and cost.

The operations of the company shall be carried out in accordance with relevant statutory health and safety legislation and codes of practise. Provision of information, instruction, training, and supervision will be provided to ensure this end and that the health, safety and welfare of employees is not compromised.

When work is required to be subcontracted away from the company premises, every reasonable effort is made to utilise services of like-minded companies and consideration will be made of their health and safety performance.

Adequate arrangements for dealing with emergencies shall be maintained, but the avoidance of such incidents is a prime consideration and target. The company will take all reasonable steps to maintain a safe and healthy place of work for employees, whether they are working onsite or remote from the company premises. This will be achieved by the process of risk assessment implementing effective controls to reduce risk, where reasonably practicable.

The company will consult on all matters affecting the safety of employees. This is achieved via site Health and Safety committee and ICE committee meetings.

Atec are keen to ensure that its business partners adopt a responsible approach to the environment and share its goals and values.

The company is committed to maintaining a Health and Safety committee which includes employees and continues to provide all training to employees.

Atec are accredited to the ISO45001 standard. ISO45001 is the UK benchmark standard for Health and Safety practises.

## 13. Improve community integration

Atec have been based in Worsley since 1992 and recognises its responsibility towards the local communities where it is located as well as the communities where its staff and their families live.

We believe that employee engagement is a key part of our responsibility to help us both retain our workforce and attract talented new employees supporting local areas. Engaging properly with our employees, their families, and our local communities in central to this objective.

Partnering with Forever Manchester has allowed us to achieve this objective in a number of ways.

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Forever Manchester is a charity that funds and supports thousands of community projects across Greater Manchester. Over the last 25 years Forever Manchester has delivered over £35 million into local communities benefiting 1.1 million people.

Forever Manchester strengthens communities and enriches local life by inspiring local people to do extraordinary things together. In every neighbourhood across Greater Manchester thousands of people are activity involved in community activities or projects. There are over 20,000 community projects of varying sizes and interests that help support and positively interact with many of the 2.6 million people of Greater Manchester.

Often run on a voluntary basis, these projects require financial and non-financial support to help them delivery activities for the benefit of the wider community. 80% of the money raised for charity by the people of Greater Manchester spends within the region and more recently has been providing specific support to families who have suffered during the Covid-19 global pandemic. By supporting Forever Manchester, we can ensure that money raised will go toward local community initiatives ranging from helping underprivileged and disabled children, elderly, and lonely people, supporting people with Cancer, Autism and Dementia, sports groups, talent groups. In fact, anything that will improve the lives and communities in the places where we all live and work.

We have a committed charity team who are responsible for planning and organising all of the charity work throughout the year. As a business we work closely with a charity called Forever Manchester and donate on a monthly basis to them. We also attend their charity birthday party annually and have been nominated for awards based on our employee's constant engagement with our fundraising efforts for Forever Manchester.

We have a charity calendar which is planned out at the beginning of each year by the charity team. We also ask our people what charities and causes are important to them and their families and throughout the year we will fundraise for some of these chosen charities.

Charity will always be at the core of our business, and we will always aim to give back to not only our local community but wider UK charities who are important to our people.

Atec's aim to improve community integration can also be seen in our efforts to inspire and uplift local students to become a part of the industry in whatever capacity they are interested in, we recognise that whilst engineering is our key capability, we want to show parents, teachers, and students alike that there are range of careers available in the industry.

As an SME we champion providing transferable skills in a range of experiences that we offer to our communities especially in such uncertain times.

We have work experience students coming in throughout the year, who want to gain skills and experience in subjects like sales, marketing and general office and administration duties and we are keen to help them gain these skills.

Throughout the past two years, we are aware that students have lost valuable months, and in some cases years to the changes in learning and may be feeling anxious about how this may reflect on their potential career opportunities in the future.

Consequently, we hope that opening our doors to these students will not only help them but also inspire other local businesses into doing the same and to reinvigorate and motivate our students to feel not only hopeful but excited about their futures.

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Overall Atec try to engage with it communities, environments, youth, and people to present opportunities for them for employment, for uplifting through fundraising and for making changes to our business to ensure a cleaner environment.