

# Corporate Social Responsibility Report 2017



Engineering a better future

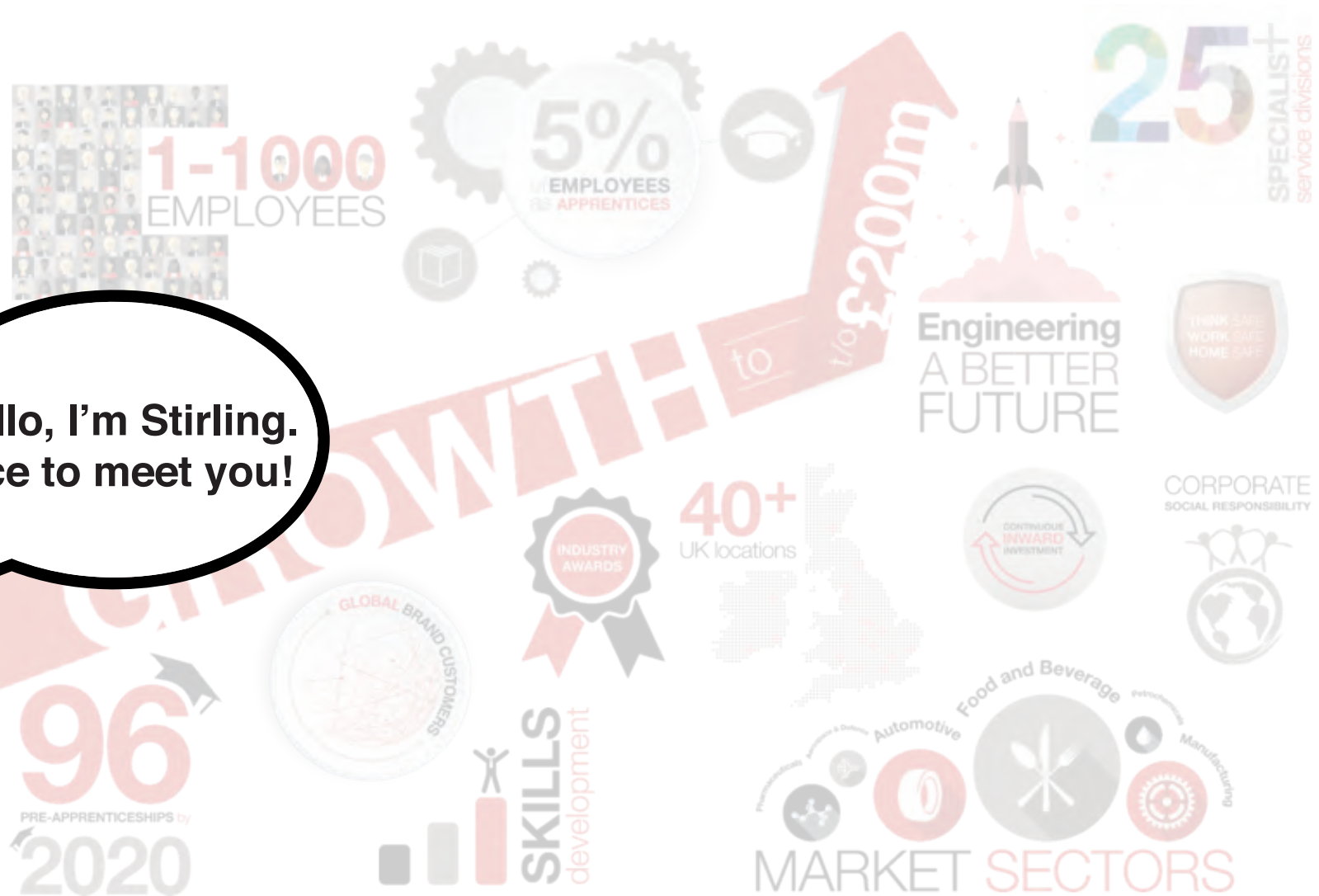
## Meet Stirling

As part of our ongoing commitment to continuous improvement (CI) across the Group, we're pleased to introduce the newest addition to our engineering a better future programme, Stirling.

Stirling keeps a watchful eye on the Group's CI initiatives and plays a key role in helping us on our road to Vision 2020 as we work as one team to engineer a better future.



Hello, I'm Stirling.  
Nice to meet you!



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## **adi Group Corporate Social Responsibility Report 2017 Engineering A Better Future**

*adi* Group believes in the principles of open, honest and transparent reporting on its business activities and have therefore made a commitment to produce a CSR Report on an annual basis.

Data and information contained within this report reflect our goals and performance against our various management systems. All data in this report covers the 2015/2016 calendar year from 1 January 2015 to 31 December 2016.



# CEO Statement



*Our purpose is to grow a **profitable** group that adds **value** to our customer's business, maintains a **safe ethical working environment** and is an organisation that people **aspire** to work for.'*

As a large, multi-disciplined privately owned engineering company, *adi* Group, is proud to deliver a 'one-stop-shop' of integrated, total engineering solutions across the UK and Ireland, to more than 2,000 projects annually.

Our vision is to shape our business operations in a positive way that has a lasting impact on the lives of employees, the community in which we operate and the environment affected by our activities to ensure a sustainable future.

In recent years we have seen the importance of Corporate Social Responsibility (CSR) grow which is why our business priorities are closely aligned to our wider business strategy. Our 'Engineering A Better Future' programme provides a formalised platform and approach to delivering our CSR priorities.



## Progress in 2015/2016

In 2015/2016, we continued to develop our 'Engineering A Better Future' programme over five key focus areas identified by our CSR Committee and Main Board of Directors. Our focus areas are; Our Product & Service Innovation, Our People, Our Community, Our Suppliers, Our Environment.

For employees of the Group, CSR has become more than just a business initiative, but rather a key component of our culture and values as a business. Acting in the belief of doing good, has united our workforce behind a common mission, enabling us to establish mutually beneficial relationships with our many stakeholders.

Our 2017 report shows many improvements across our focus areas and we are extremely proud of our progress made towards our objectives. We were delighted to achieve EcoVadis Gold Accreditation with a score of 73%, placing us in the Top 5% of companies assessed globally. EcoVadis is a global platform which enables organisations to measure and demonstrate CSR performance on a rich, multi-tiered scale and to be recognised in the Top 5% of companies has confirmed that our programme is excelling.

Embedded within the Group's CSR philosophy is a need to act as an organisation to address the industry-wide skills gap that currently exists within the engineering sector and we are committed to playing our part in providing opportunities for young people in the industry.

We are seeing positive results through working in partnership with students from North Bromsgrove High School as part of Business In The Community's 'Business Class' programme and hope to develop this relationship further in the long term to provide additional opportunities for students.

In September 2016, in collaboration with North Bromsgrove High School, we proudly launched an engineering based Pre-Apprenticeship programme for students aged 14-16. The pre-apprenticeship is the first of its kind in the UK, and will help to close the skills gap by introducing and inspiring young people to the exciting opportunities offered by the engineering sector.

We have also continued to invest in the development of our staff to enable us to continue to meet the changing needs within our core sectors of operations to ensure that our people grow with us. We have also worked to strengthen our relationships with our clients and suppliers in more ethical and mutually beneficially ways as part of a review of our supply chain to enable us to share best practice and maintain safe ethical business practices.

I hope that our 2017 CSR report showcases the fantastic progress we have made towards our objectives and how we are working as one team to continuously improve the way we do business. We are committed to driving the CSR agenda across the Group and look forward to continuing to development our programme in the coming year.

Alan Lusty-  
Chief Executive Officer



# Our Story and Vision

Founded in 1990 with the vision to create a 'one stop shop' for total engineered solutions, adi Group has transformed from a one-man electrical engineering business, to a multi-disciplinary group boasting 17 companies and 22 service divisions with geographical presence throughout the UK and Ireland.

We are the preferred engineering partner for many leading global brands, delivering a single-source, integrated service supporting circa 2,000 projects per annum across six core market sectors; Aerospace & Defence, Automotive, Food & Beverage, Chemical & Petrochemical, Manufacturing and, Pharmaceutical.

The Group's mission has developed against the backdrop of a people-centric culture focusing on developing long term working relationships with staff, customers, suppliers and the communities we serve.

We believe that corporate social responsibility is at the heart of our business and underpins how we conduct our operations.

## Our Values

The foundations of our corporate social responsibility programme are laid out and supported by the Group's company values which underpins our overall approach to being a responsible business. We say:

- Be proud of everything we do
- Stay safe and healthy in all we achieve
- Work together as one great team
- Champion innovation and creativity
- Take ownership and accountability for our actions
- Respect diversity and provide equal opportunities
- Inspire each other to achieve great things
- Strong and inspirational leadership brings success
- Adopt sustainable business practices
- Support and value our local communities



# Our CSR Journey

In 2015, we published our first annual CSR and sustainability report which highlighted our vision, aspirations and achievements to date.

Whilst the Group has supported various initiatives throughout its 27 years of operations, our plan was to build upon these humble beginnings and enhance our approach.

Our mantra across the Group is continuous improvement and our CSR programme also forms part of this Group wide initiative

Therefore we have developed a structured programme comprising four target areas for improvement to deliver our corporate vision.

These are; Our People, Our Community, Our Suppliers, and Our Environment. We call this our 'Engineering A Better Future' programme.

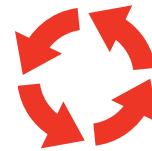
## Our Guiding Principles

Our programme is guided by four key principles to deliver our CSR vision and goals across the Group to ensure that we continue to put sustainability and responsible business activity at the forefront.



### Our Ethical Conduct

We act with sincerity and integrity in everything we do and communicate in an open, honest and transparent way, both internally and externally. We promote ethical labour relations with our employees and throughout our supply chain. We consult with our employees and those affected by our business activities, either individually or through legitimate representative organisations, on matters that affect them.



### Our Continual Improvement & Risk Management

We are creative and innovative in our approach, to increase business efficiencies for our customers and employees. We continually identify and manage all risks that might threaten the future of our company and the environment. We avoid conflicts of interest and prevent corrupt or fraudulent behaviour of any kind.



### Our Accountability

We hold ourselves accountable for the impact of our business activities. We create a safe working environmental for our employees and those affected by our business activities. We recognise and honour our legal and ethical obligations in everything we do.



### Our Training and Investment

We offer our employees equal opportunities to develop their potential at work. We invest in the continual training and development of our employees, and encourage our employees to expand their skills and experience to advance their careers.

# Our Approach

To reinforce, the importance of approaching corporate social responsibility in a coordinated and strategic manner, our CSR agenda is governed from the top of our organisation.

The Group's board of directors are accountable for our performance and are responsible for setting our focus areas and core objectives with a view to continual improvement.

To drive the objectives set by the board of directors, a CSR Committee was established in 2012 to support our programme across the Group. The CSR Committee is responsible for managing the implementation of our strategy as well as coordinating the collection of data to measure our performance against the annual agreed KPIs.

## Our committee currently consists of ;



**Alan Lusty (Group Chief Executive Officer)** oversees the Group's CSR Committee and Strategy to ensure that CSR is embedded across all Group business activity and is driven at the very top tier of the organisation.



**Tina Lusty (Group Secretary)** is responsible for the Group's community engagement initiatives including our involvement with Business In the Community and our School Partnerships.



**John Eggington (Group Purchasing Manager)** is responsible for 'Our Supply Chain' strategy and wider engagement with suppliers such as our ethical purchasing initiative.



**Claire Frays (Group Marketing & Communications Assistant)** supports the committee in communicating its progress across the Group via regular Internal Communications updates.



**Lorna Quigley (Group HR & CSR Manager – CSR Committee Chairperson)** is responsible for driving 'Our People' strategy covering our employee wellbeing and employee engagement initiatives. Lorna plays an active role on the main board of directors and reports back quarterly to the board on the committee progress.



**Roy Cumberworth (Group QHSE Director – CSR Committee Deputy-Chairperson)** is responsible for QHSE across the Group and is responsible for driving 'Our Environment' strategy as well as the health and safety aspects of 'Our People' and employee wellbeing initiatives. Roy also sits on the board of directors and drives the Group's Health & Safety



**Lynne Potter (Group Environmental Manager)** is responsible for delivering 'Our Environmental' strategy and looks at ways the Group can minimise our operational impact on the Environment.

The CSR Committee meets regularly throughout the year to report on progress and to review performance against the overall vision and goals set by the board.

## Our Measurement and Evaluation Processes

To ensure that we continue to act responsibly, we are committed to measuring and evaluating our impact and performance in a transparent way through the use of accredited management systems and recognised evaluation schemes.

## Our Current Accreditations include:



# Our People

## At a glance



As a dynamic and fast paced multi-disciplined engineering company, we recognise that our business is only as good as the people that we employ. Our employees are driven to engineer a difference, whether they're based in our onsite and in-house teams of engineers, or part of the Group Services team supporting our operations.

Our job is to create a safe and inclusive culture to unite our workforce behind a common mission. We are committed to creating a people-centric business with a focus on nurturing talent, valuing the contributions our staff make and giving them a voice to shape the future of our business.

### Key Facts:



500 employees across the Group



18 members of the adi Apprentice Academy



11 operational bases across the UK and Ireland

#### Our Highlights

- Joined The 5% Club initiative committing to raise the total number of apprentices and graduates within our workforce to 5%.
- 'Think Safe, Work Safe, Home Safe' health and safety campaign launched across the Group.
- Finalists for The Manufacturer MX Awards Leadership & Strategy Award.
- Launched Group-wide Continuous Improvement programme demonstrating £600,000 of return of investment.
- 30 Employees across the Group recognised in annual employee awards.
- Winners of Birmingham Post Business Award for People Development.
- 20 Long Servers recognised for 15, 20 and 25 years of service.



# Our People Strategy

adi Group's ambition is to become a place that people aspire to work for. Our employees are the wheels that keep the Group turning and it is their engagement that supports the achievement of our wider business objectives. In turn, it is our duty as a responsible employer to ensure that our people work in a safe and ethical environment and are fully supported to reach their potential.

Over the years the Group has developed against the backdrop of a close-knit and inclusive culture under the philosophy of working together as 'One Team' modelled on Formula One teams. With the Group quadrupling in size and turn-over since 2005, our job going forwards is to safeguard this culture and ensure that as we undergo further growth and expansion, that we can retain the qualities of our people-centric culture.

In recognising this, we have worked to develop a range of focused initiatives to ensure that our business priorities, programmes, and initiatives put our people in the driving seat. Our People Strategy focuses on employee wellbeing and employee engagement and we want our employees to be active participants in continually improving all aspects of our business operations.



## Our Employee Wellbeing Strategy:



### Equal Opportunities

Through an inclusive working environment based upon equal opportunities and mutual respect Ensuring that discrimination, harsh or inhumane treatment of any employee is prohibited and that we do not tolerate any form of harassment in the workplace..



### Health & Safety

By maintaining a safe ethical working environment by implementing effective health and safety management systems and working practices.



### Health & Wellbeing

Developing a working environment that promotes the health and well-being of the organisation and our employees by encouraging a healthy work-life balance.

## Our Employee Engagement Strategy:



### Skills Development

Investing and responding positively to requests from employees for skills development opportunities to enhance skillsets within the Group.



### Teamwork

Encouraging team working throughout the organisation supported by team building events and themed away days.

## Our People Priorities for 2017

Provide 25 Apprenticeships in 2017

Continue to Reduce Lost Time Workplace Accidents & Incidents

Increase Training & Development Days Per Employee

Implement Employee Wellbeing Programme

# Our Employee Wellbeing Progress

## People Recognition of Excellence

### Winners

Business In The Community - West Midlands Responsible Business of the Year (2016)

### Finalists

The Manufacturer MX Awards – Leadership & Strategy (2016)

### Winners

Birmingham Post Business Awards – People Development (2015)

## Health & Safety

The well-being of our employees is paramount to the success of our business which is why we work hard to create a safe and ethical working environment across the Group. Keeping our staff safe and creating an environment that allows them to thrive and empowers them to speak up is a priority for our business.

As an engineering business, health and safety is critical to our operations and is embedded within our culture which is why a steering committee was formed to drive health and safety across the Group.

The committee meets every two months to discuss key issues pertaining to health and safety across our sites and works to help us achieve an accident free workplace. We utilise an OHSAS18001 accredited health and safety management system to monitor and review all workplace accidents and statistics to help prevent future incidents.

At employee level, the Group follows a comprehensive ROSPA accredited programme which covers induction and job-specific training programmes which all staff undergo upon joining the Group.

This programme is continual and staff are required to recomplete job-specific elements regularly. The ROSPA programme enables staff to refresh their knowledge and awareness of health and safety issues that impact them on a daily basis and equips them with best practice knowledge.

## Think Safe, Work Safe, Home Safe Campaign

In 2015/2016, we began launching a health and safety campaign called 'Think Safe, Work Safe, Home Safe'. This campaign aims to raise awareness of workplace safety to help us to continuously improve and create a safer work environment for all staff.

The plan is for the campaign and associated literature to be rolled out to staff during the next financial year to create a pro-active new platform that allows our employees to become more involved in health and safety matters and to give them the tools to speak up and be active members in driving our vision of an accident free workplace



## Health & Safety Statistics 1st January 2015-31st December 2016

| Accredited Management System  | 2015      | 2016       |
|-------------------------------|-----------|------------|
| Total Hours Worked            | 1,249,425 | 1,226,205  |
| Accident Frequency Rate (AFR) | 0.296     | 0.302      |
| Incident Frequency Rate       | 0.12      | 0.049      |
| Hours Worked Since Last LTA   | 737,055   | 1, 521,180 |

# Our Employee Engagement Progress

## Internal Communications

We are continuing to work alongside our employees to ensure engagement across the organisation at both Group and division level in order to reach all members of staff. As our organisation continues to grow in size and expand to new geographical locations, we are currently addressing new ways to reach an increasingly remote based workforce.

Communication is fundamental to our internal culture and engagement with our staff. We support our people strategy through a broad mix of internal communications channels to ensure that our employees are not only kept abreast of the latest developments but, are also aware of the impact that they are making on the organisation through our initiatives.



Our current employee communications channels include:

- **adi Mail** – Bi-Annual Company Newsletter delivered to all Group employees.
- **Alan's Weekly Focus** – Weekly email update directly from Alan Lusty, adi Group Chief Executive Officer.
- **Group Portal Apps** – For employees on desktop enabling 24/7 access to information, documentation plus news updates.
- **Annual Senior Management Away Day** – A business themed Group conference, open forum and team building session with the Group's operational managers and sales teams in attendance. 2015's event centred upon Corporate Social Responsibility, Social Media, Marketing Communications and raising awareness of the Group's Service offering. 2016's event focused on improving and developing collaboration across the business with the aim to turn employee feedback into initiatives to foster greater inter-Group teamwork.
- **Apprentice Academy Days** – forum styled events held specifically for our Apprentices incorporating team building activities and community volunteering events.
- **Team Meetings** – hosted by individual business leaders at division and/or site level. These events provide opportunities for staff to learn more about board level decisions, division specific updates and a chance to provide input into our initiatives.
- **Single-Issue Committees** – hosted to support and develop a number of our key focus areas including Health & Safety and Corporate Social Responsibility.

## Continuous Improvement

With the Group now encompassing 17 limited companies and 22 engineering divisions, it became apparent that a more targeted approach was required to address continuous improvement at a localised level.

In 2015/2016, a new continuous improvement programme was launched with the aim of capturing all 500 members of staff across the Group. Previously our approach was centralised with all companies being tied to an overall continuous improvement programme for the entire Group.

The programme began by engaging an external facilitator who hosted regular one-to-one sessions with each of our Managing Directors to equip managers with the skills to lead the programme and coach others as well as outline priority areas of development.

Our key priorities are to: Increase employee performance, develop better working processes to assist employees in their day-to-day work and help us to develop a better service for our clients.

Although our new continuous improvement programme is still in the early stages of development, we have attributed an approximate £600,000 return of investment to date.

# Our Employee Engagement Progress

## Learning and Development

The Group's growth and expansion can only be supported through providing our staff with opportunities to develop their skills sets to actively support our business objectives.

Our employee development programmes create platforms for us to develop and mentor employees across the business and help them to meet their professional goals.

Initiatives launched during 2015/2016 included; supporting employees in obtaining NVQs and other professional qualifications, upskilling of our Administration Team to Level Two with option to progress onwards, monthly Skills sharing events and, training Manuals on commonly used systems in video format accessible via the Group App portal to allow staff on demand access to tutorials.



## Reward & Recognition

Recognising and rewarding our staff for their ingenuity and hard work is one of the highlights of the year and supports our people strategy. In 2014, we launched our first employee awards scheme with the aim to recognise the unsung heroes within our business. Due to its popularity and success, we have now made this an annual event and the centre-piece of our annual Group Christmas Party. Since 2014, a further 64 employees have been recognised via our internal employee awards. Nominated by colleagues across the Group, employees are recognised in the following seven categories:



### Employee of the Year

Awarded to the employee who has gone the extra mile, has pride and passion and has demonstrated exceptional reliability, quality of work, initiative, and professionalism.



### Fundraiser/Volunteer of the Year

Recognising the employee that has gone beyond all expectations through involvement in community projects, fundraising, or volunteering - in or outside of work.



### Mentor of the Year

Presented to the employee who inspires fellow colleagues and contributes to supporting them to meet their professional goals.



### Business Improvement of the Year

Awarded to the individual that has developed an innovative product, idea, or process with the potential to generate significant income, increase productivity, or save the company time and money.



### Recognition of Customer Service

Awarded to the employee who goes above and beyond the call of duty and consistently delivers superior customer service to our clients.



### Long Service Awards

Awarded to employees that have been with the Group for 15, 20 and 25 years.



### Apprentice of the Year

Awarded to the Apprentice within our business who is conscientious, has a willingness to learn and goes the extra mile.



# Our Apprentice Academy

## adi Group Apprentice Academy

We are passionate about supporting the next generation of aspiring engineers by providing young people with platforms to immerse themselves into the world of engineering.

Launched in 2014, the Group has continued to develop its Apprentice Academy in 2015/2016 and now employs 18 full-time apprentices in various engineering disciplines across the business.

We take on Apprentices within each of our 22 business divisions. Some of our current apprentices work across the Group in; Automotive, Electrical, Mechanical, Facilities Engineering, Process Pipework, Specialist Welding and Business Administration.

As part of the programme adi Group Apprentices work towards an Advanced Apprenticeship Level 3 qualification at a local college or training provider.

The academy is a platform that we hope to expand further in the coming year to continue to play an active part in addressing the industry wide skills shortage in STEM based industries such as the Group.

### The 5% Club

In 2016, we further extended our commitment to supporting Apprentices and Graduates in the workforce by joining The 5% Club.

An industry initiative initiated by defence technology company QinetiQ, The 5% Club aims to get the UK's public and private companies to commit to raising the number of apprentices on formal programmes to 5% of their total workforce within five years.

## Objectives

- Identify and develop 80% of Apprenticeship intake into highly skilled tradespersons
- Identify and develop 10% of Apprenticeship intake into Technical Engineers
- Identify and develop 10% of Apprenticeship intake into Lead Hands, Supervisors, Managers
- Introduce mentors/champions with technical and industry expertise/knowledge
- Increase engagement and participation of line managers to support and develop Apprentices
- Align Apprentice daily work activity programmes to college curriculum so theory can be put into practice at the most opportune time.



## Case Study – adi Apprentices

“My apprenticeship is actually quite unique. I don't think anyone else is working in the region on the same scale as adi. I'm mainly office-based, but I also do some of the practical side, which includes learning to weld. It means that every day is different which I really like, and overall I feel really inspired. I've already learnt so much, especially because I've been given a mini-project which will form part of my course work. It's involved estimating the cost of the materials and drawing it on CAD, and now I'm building it myself using the welding techniques I've learned.”

### George Abbott - Project Engineering

“I started with the basics like cutting materials for the other engineers, and as I built more skills and developed my welding I moved onto more standalone opportunities where I was working on projects by myself. I was the first engineering apprentice within our Southern Division, but now I also look after another apprentice, which is helping me to develop mentoring skills at the same time.”

“It has been a great experience working for the Group so far. My co-workers are extremely knowledgeable and always in good spirits. My role keeps me motivated as I'm always doing something different every day in the panel shop.”

### Will Joseph - Electrical/Electronics Servicing Apprentice

# Our Community

## At a glance

adi Group believes that businesses and communities are closely linked and both can have a significant impact on each other. Our mission is to contribute to our local community and those affected by our activities to resolve the challenges they face to ensure a sustainable future.

### Our Highlights

- ▶ Shortlisted for Excellence in the Community in Greater Birmingham Chamber of Commerce Awards 2016.
- ▶ 18 work placements taken on via Business In the Community's 'Ready For Work' programme.
- ▶ Entered the second and third years of our partnership with North Bromsgrove High School through Business In The Community's 'Business Class' programme, providing strategic support and collaborative action.
- ▶ Constituency Champions for Northfield in APCRG Awards
- ▶ Winners of Business In The Community West Midlands Responsible Business of the Year Award
- ▶ 26 work experience and graduate placements taken on across the Group.
- ▶ Launched Pre-Apprenticeship programme with North Bromsgrove High School offering 12 students the opportunity to gain an EAL approved qualification in Engineering.

### Key Facts:



Over 400 hours contributed to Business In The Community's 'Business Class' programme through a range of initiatives..



Over 4,000 hours of employee volunteering in support of various charitable and community causes



Over £17,000 raised by our people for charities and good causes across the UK.



# Our Community Strategy

adi Group strives to make a difference to the lives of people within the communities we serve. We believe that businesses and communities are closely linked and that both can have a significant impact on each other.

We aim to promote the involvement and participation of our employees to provide opportunities for them to make an impact locally, develop new skills and to gain an understanding of the challenges that local communities, individuals and businesses face.

Our underlying mission within our community strategy is to contribute to our local communities and work together to resolve the challenges that they face to ensure a sustainable future. Since the Group was first established, we have always focused on giving back to the community around us, be it through supporting young people with work placements, supporting local causes through volunteering and/or fundraising activities through to partnering with local schools to support students.

In recent years we have created a charity of the year initiative whereby employees elect a chosen charity which we then support through all fundraising activities in that calendar year. Chosen charities of the year have included; Birmingham Children's Hospital (2014), Barnardo's (2015) and Heart Research UK (2016).

In recognising that our impact is wider-reaching when we work together, adi Group is proud to have established a number of long-standing relationships within our local community to provide support to schools, students and disadvantaged individuals within the local community such as our ongoing involvement with Business In The Community.

## *Our Community Strategy focuses on:*

### **Our School & Enterprise Partnerships Strategy**

- ▶ **Inspiring the next generation of engineers**  
By encouraging young people into the engineering sector
- ▶ **Tackling the Skills Gap**  
Investing in addressing and developing the skills of young people to close the skills gap and prevent youth unemployment
- ▶ **Partnerships**  
Working in partnership with local schools to ensure young people have STEM Skills (Science, Technology, Engineering and Maths)
- ▶ **Work Placements**  
Providing work placements for local students and provide support with careers advice from a business perspective



## **Our Community Engagement Strategy**

### **Consulting With The Community**

When our activities affect them and seek opportunities to invest in their future to bring them economic and social benefits.

### **Employee Engagement**

Create opportunities for staff to make an impact on the community through supporting charitable causes and undertaking voluntary community work.

# Our School & Enterprise Partnerships Progress

## Business In The Community (BITC)

*adi* Group is proud to be partnered with a number of select external school and enterprise partnerships and their initiatives, working together to make a difference within our local community.

The Group has been a member of Business In The Community (BITC) for over ten years and has continued to support a number of formalised initiatives via this nationwide programme including Business Class and Ready For Work.

In 2015 we became more closely linked with BITC when Alan Lusty (*adi* Group Chief Executive Officer) became a member of the West Midlands Advisory Board which has given us a further platform to impact the local community. Alan joins a team of senior executives who provide strategic guidance and support BITC in achieving specific objectives.

## Business In The Community Ready For Work Programme

Ready for Work is BITC's national Programme which supports some of society's most disadvantaged people to enter employment, with business involvement every step of the way.

The Group has proudly supported individuals via this initiative for many years - some of whom have become fully fledged members of the *adi* Group team following successful placements.

In 2015/2016, we offered a further 18 individuals placements with the Group across a number of business areas including; Human Resources, IT and QHSE, Business Administration, Purchasing, Accounts and our Healy Compressor Services division. Two placements from our 2015 intake are now full-time members of staff following successful work placements.



## Business In The Community - Business Class

*adi* Group has been part of BITC's Business Class Programme since 2014 and is partnered with North Bromsgrove High School.

The Business Class programme sees businesses support school partnership's across four key areas. These are; leadership and governance, enterprise and employability, curricular support, and wider issues.

Over 450 schools have been involved in Business Class, supported by 1,000 businesses, impacting on 140,000 young people across the UK. The Group is proud to be part of this number creating an impact and new opportunities for young people in our local community.

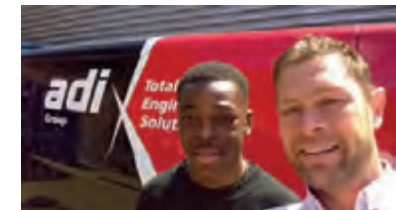
During 2015/16, the Group has seen our partnership make an increasing impact on the school with its OFSTED rating being raised from "needing improvement" to "good".



In 2016 we have played a more active role in leadership and governance with our Group Secretary becoming Vice Chair of the School Board of Governors. Over 400 hours were contributed during 2015/2016 through participation in school and student improvement forums, curriculum working groups, succession planning, policy development, OSTED reviews and, identification of government funding opportunities.

The Group has also attended over 148 careers related events amounting to over 600 within the Business Class Remit and via the BITC Worcestershire and Birmingham cluster groups. This has provided us with platforms to reach more than 4,000 students across the region promoting STEM skills, apprenticeships, careers, skills and invaluable insights into the workplace.

In 2017, we will look to provide a structured platform to move our focus towards enhancing curricular support with an aim to develop new opportunities for young people to experience engineering and gain invaluable insights into the application of "hands on" skills in the workplace.



# Our Pre-Apprenticeship Programme

## Making Tomorrow's Engineers

### The Challenge

UK engineering companies are expected to generate up to 2.56 million job openings between now and 2022, meaning that organisations will need to recruit around 56,000 engineering technicians per annum. Whilst Apprenticeships are helping the sector meet this demand, the industry still suffers a shortfall of over 30,000 engineers each year.

As a growing engineering business, adi Group anticipates that from 2017-2020, we will need to find an additional 500 mechanical and electrical engineers to sustain our growth. Our aim is to have 25% of this number recruited from our pre-apprentice programme.

### The Solution: A pioneering Engineering Pre-Apprenticeship Programme

adi Group created a two year pre-apprenticeship programme aimed at 14 to 16 year olds, designed to support progression onto full apprenticeships.

As part of the process, all applicants participate in a formalised process from CV submission to formal interviews to gain vital skills and experience in the job application process.



Making up 10% of the school curriculum, successful applicants go on to spend one day a week during term time over two years working at adi's custom build training facilities in Kings Norton. Here they learn all about the practical and theoretical skills needed to make a career in mechanical and electrical engineering.

Students are taught by the Group's highly qualified engineers, who can call upon a wealth of industry experience to support pre-apprentices as they progress through the course.

Subjects covered in adi's engineering orientated Pre-Apprenticeship programme include; making components using hand tools, how to use and communicate technical information, cutting, bending, forming and welding various metals and, assembling electrical circuits and wiring control panels.

Upon completion of the course, students receive an EAL accredited qualification providing a gateway onto a fully-fledged apprenticeship scheme.

### Measuring Success & Impact

We will measure success of our programme on the number of students that progress onto full apprenticeship programmes either within adi or at other engineering/manufacturing companies.



"The engineering pre-apprenticeship with adi provides our students with the opportunity to experience the real world of work, and discover the range of engineering opportunities open to them."

"The pre-apprenticeship provides a platform for the students to interact with people in a professional manner at the early stages of their education and career planning. The pre-apprenticeship students benefit from real-life experience, and the chance to develop essential work related skills and attributes."

**Angelina Robin-Jones**  
Head Teacher  
North Bromsgrove High School

"I've always wanted to do this to see what skills I can learn. I like learning about mechanics and how things work and when I heard about the scheme I knew it was something that I wanted to do as a career. As you get to do all of the tasks yourself, you learn proper skills that benefit you in the future."

**Alfie Wiley**  
(Current adi Group Pre-apprentice)



Scan me to find out more about our Pre-Apprentice Programme

# Our Community Engagement Progress

## Our Community Priorities for 2017

Increase Fundraising & Volunteering Days per Employee

Raise Awareness of Apprenticeships as a viable career

Work closely with North Bromsgrove High School through BITC Business Class.

Continue to develop pre-apprenticeship programme for 14-16 year olds and promote model to other businesses to impact on youth skills development.

Raise awareness of engineering and STEM skills at careers events.

Provide 10 BITC Ready For Work placements throughout 2017

Provide 15 Work Experience placements throughout 2017

## Employee Volunteering & Fundraising

Employees of the Group are given ample opportunities to undertake voluntary work and support a range of charitable causes that are important to them as well as develop key skills that support their wider personal development.

In 2014, the decision was made to elect a Charity of The Year to enable us to better promote and coordinate active involvement from our employees in a number of volunteering and fundraising initiatives to support and impact on the local community.

We have, we maintained this programme with Barnardo's was elected by staff to become the Group's chosen charity in 2015 and Heart Research UK was elected in 2016.

Fundraising and volunteering activities have included a calendar of events to ensure year-long contributions towards our elected charities from cake bakes, dress down days through to the larger scale annual adi Football Tournament.



New for 2015/2016 was the launch of our head office tuck shop initiative to provide staff with a means to contribute all year round to our chosen charity of the year. The tuck shop became a firm favourite with staff contributing over £800 towards our fundraising total. This is an avenue that we hope to further develop next year to increase the range of items sold.

In addition to Barnardo's and Heart Research UK, the Group also supported a number of nationwide secondary charitable causes such as Jeans for Genes Day, Wear It Pink and local West Midlands Based charities and causes including the popular Big Sleep Out Event to fundraise for St Basils and volunteering to revamp Walsall FC's Community Room.

In total, donations in excess of £17,000 and over 4,000 hours have been contributed by staff from across the Group for a variety of charitable causes.

## Community Recognition of Excellence

### School Partnership Highlighted By Confederation Of British Industry (CBI)

The success of adi Group's Business Class School Partnership with North Bromsgrove High School was highlighted by the CBI at their West Midlands Education and Skills Conference.



# Our Environment

## At a glance



Here at *adi* Group, we are committed to minimising the environmental impact of our operations. As a responsible business, we recognise that it is our duty to play a part in working to monitor our environmental footprint and establish ways we can become a greener business.

Our environmental strategy places specific emphasis on engaging our workforce in the process to maximise our efforts to become more sustainable. We are currently focusing on driving initiatives to reduce business travel, utility usage, general waste and paper consumption to help our employees contribute to creating a zero impact working environment for years to come.

### Key Facts

**ISO 14001** Two *adi* Group companies Registered to ISO14001

 Over 190 Vehicles in our company fleet.

 1,200 tonnes of carbon equivalent emissions offset on an annual basis.

#### Our Highlights

- ▶ Partnered with BP Target Neutral to become the first business in the UK to offset its fleet's carbon emissions through the BP Plus Fuel Card.
- ▶ Introduction of teleconferencing facilities
- ▶ Reduction in Carbon Footprint of 83.9% against a target of 5%
- ▶ Compliance with the UK Energy Savings Scheme (ESOS)
- ▶ Paperless Office Initiative launched



## Our Environment Strategy:

### Compliance

Ensuring that we comply with all legislative requirements related to the environment

### Awareness

Raising awareness of and promoting environmental issues internally

### Promote Best Practice

Promoting good environmental standards and ensuring best practice through the implementation of robust environmental management systems

### Minimise Impact

Reduce the impact of our business activities on the environment through continuous improvement our environmental performance by reducing our environmental impact

### Employee Led Initiatives

Focusing on driving initiatives that our staff can participate in to build an environmentally sustainable future together including business travel, utility usage, general waste and paper consumption



# Our Environment Strategy

Building a greener, more sustainable future is high on our agenda. We are committed to minimising the environmental impact of our operations and take our environmental responsibilities very seriously. Our mantra is to create a safe ethical working environment and we apply this principle to our environmental strategy both internally and externally.

We are a firm believers in the saying that 'a little goes a long way' and by involving our employees in the process we can increase our impact far beyond the confines of our workspaces to make net positive choices not just an ambition, but rather a habit. With our workforce now covering 11 geographical locations, plus countless client site residencies, the Group is constantly looking at innovative new ways to tackle our environmental footprint.

We identify areas of our business operations that pose potential risks and set small goals with large outcomes to help increase our efficiency to positively impact on the environment. We currently have a number of active Group wide initiatives in place to help make reductions in energy usage, waste, water, utilities and strive to integrate new technology to harness new ways of working that are sustainable and more operationally effective.



## Our Annual Environmental Targets

| Waste Stream            | Target YOY Reduction |
|-------------------------|----------------------|
| Paper/Cardboard         | 10.00%               |
| Trade Waste             | 10.00%               |
| Glass/Plastic/Metal     | 5.00%                |
| Electricity             | 0.50%                |
| Gas                     | 0.50%                |
| Water                   | 0.50%                |
| Fuel Usage              | 0.50%                |
| Co2                     | 0.50%                |
| Methane                 | 0.50%                |
| Nitrous Dioxide         | 0.50%                |
| Direct Greenhouse Gases | 0.50%                |

# Our Environment Progress

## Compliance-ESOS and ISO 14001

Our environmental strategy is underpinned by our commitment to compliance with the UK Energy Savings Opportunity Scheme (ESOS) in which we proactively take steps to monitor and review our energy usage with this framework. The aim is to cut carbon emissions by requiring large businesses to identify energy reduction measures and make energy savings.

We also exercise high standards of environmental control through our accreditation to ISO14001. Through this framework we actively monitor the areas of our business that impact upon the environment and conduct regular reviews to ensure best environmental practices and standards across the Group.

Through ESOS and ISO14001 we have seen a year on year improvement in our environmental performance across our key focus areas giving us an overall carbon reduction rate of 83.09% against a target of 5%.



## Recycling and Go green Campaign Initiatives

Green initiatives across the Group are supported by our Environmental Policy which outlines our commitment to being responsible and active in working to protect the environment.

Our recycling is managed and monitored through our own Environmental Waste Management System which comprises a segregated waste policy. We are also looking at new ways to recycle a higher percentage of branch operation waste and view this a priority to further pursue in 2017

Internally, we are committed to encouraging our staff to think green wherever possible. Our Go Green campaign aims to raise our employee's awareness of their direct and direct actions and how this impacts on the environment both within the business and at home.

In 2015/2016, we launched our Paperless Office initiative and began the process of creating digital archives of older paperwork to decommission our main filing room and reducing its capacity to 20%. This initiative was further rolled out by our IT team at a regional site level with requirements defined at a local level to maximise effectiveness.

|                                       | 2015               | 2016               | Average            |
|---------------------------------------|--------------------|--------------------|--------------------|
| Paper/Cardboard Usage                 | Reduced by 13.04%  | Reduced by 10.06%  | Reduced by 11.55%  |
| Trade Waste (Itrs) Usage              | Reduced by 19.50%  | Reduced by 22.81%  | Reduced by 21.15%  |
| Glass/Plastic/Metals (Itrs) Recycling | Increased by 1.84% | Increased by 2.70% | Increased by 2.27% |
| Carbon Footprint                      | Reduced by 86.96%  | Reduced by 79.23%  | Reduced by 83.09%  |

## BP Target Neutral Partnership

In 2016, we partnered with BP Target Neutral to become the first business in the UK to offset its fleet's carbon emissions through BP's Plus Fuel Card.

Each time one of our 193 company or grey fleet vehicles uses the BP Plus fuel card to refuel at a BP service station, the carbon emissions associated with that purchase will be calculated and offset, leaving our company vehicle fleet driving carbon neutral.

The Group has offset 1179 tonnes of CO2 equivalent emissions from 2015 and we expect to offset almost 1200 tonnes of carbon equivalent emissions on an annual basis.

Through the scheme, our carbon footprint is now mitigated across several independently audited and verified carbon mitigation projects around the world, which deliver social and economic benefits and help improve livelihoods in global communities..

## Our Environmental Priorities for 2017

Evaluate ESOS Report, identify improvements and implement action plan

Continue Risk Management through our 9001/18001/14001 Management Systems

Continue to Invest in New Technologies E.g. reducing paperwork further

Implement and further develop Employee Awareness Programs

QHSE Alerts extended to Environmental issues – eg. Driver Awareness



# Our Supply Chain

## At a glance

We recognise the need to adopt a collaborative approach to our supply chain to foster greater environmental and ethical standards across the board. The Group understands the role we each play in adopting and promoting sustainable procurement across our supply chain which is why our aim is to achieve a shared commitment from our suppliers.

### Key Facts

**Achilles**  

 Our Automotive Services team completed a supplier assessment accreditation through the Achilles programme achieving the highest available score of 4/5 with no non-conformances raised.

**Achieved EcoVadis Gold Standard in**  

 2015 (Top 5%) and 2016 (Top1%) - a worldwide sustainability rating platform for global supply chains.

**Our Highlights**

- 22 Key partner framework agreements devised between core members of our supply chain

Categorise suppliers utilising the following system; 1.) Strategic (LTA Agreement in place.) 2.) Preferred (Preferential), 3.) Approval (QA or Construction Line approval in place) 4.) Not approved (Ad-hoc use only, one off use or approval not required) in Q2 of 2017.

Reduced supply chain from in excess of circa 3,500 to circa 150
- Adopted a 360 approach with supply chain to promote and share best practice on environmental, social and ethical issues.

Committed to ensuring ethical and sustainable procurement, sourcing environmentally friendly products and packaging solutions wherever possible.

Hosted supply chain engagement day to outline new purchasing initiative to communicate directly with key suppliers



Hosted supply chain engagement day

# Our Supply Chain Strategy



adi Group believes that developing a healthy supply chain that works alongside us is critical to our long term success. We recognise that responsibility to achieve sustainable, ethical procurement and fair business practices emerges from a shared commitment between ourselves and our suppliers. To achieve this the Group has adopted a collaborative approach with members of our supply chain to foster greater ethical and environmental standards and share best practice.

Over the years the Group has fostered many long term and close partnerships with members of our supply chain. Due to our unprecedented growth in size over the last five years it became apparent that to support our future business growth and maintain fruitful partnerships with our suppliers, that a more co-ordinated approach to procurement was necessary especially with a further two businesses joining the Group during 2015/2016.

This Group wide purchasing initiative formed the basis and focal point of our ongoing Supply Chain strategy; to review and devise new methods of working with our supply chain to manage our costs more efficiently and strengthen our supply base to retain mutually beneficially working relationships with suppliers.



## Sustainable Procurement Strategy

- **Risk Assessment**  
Carrying out assessments and risk analysis of our suppliers to ensure ethical and sustainable procurement practices are maintained in line with our own standards
- **CSR Code of Conduct**  
Implementing a Supplier CSR Code of Conduct amongst our preferred suppliers list
- **Environmentally Friendly Procurement**  
Ensuring sustainable procurement by sourcing environmentally friendly products and packaging solutions whenever possible
- **Equal Opportunities**  
Creating an environment of equal opportunities amongst our suppliers whereby local businesses are given equal consideration

## Supply Chain Partnerships Strategy

- **Compliance**  
Through promoting QHSE compliance within our supply chain
- **Corporate Social Responsibility**  
Encouraging our supply chain to identify and address environmental, social and sustainability issues
- **Sharing Best Practice**  
Engaging with PSL and key clients to create a working group and/or platform to enable the sharing of best practice models
- **Openness and Transparency**  
Promoting the free flow of data and mutual disclosure relating to environmental performance amongst our supply chain

## Fair Business Practices Strategy

- **Legal Compliance**  
Complying with all legislative requirements
- **Anti Competitive Practices**  
Ensuring anti-competitive practices throughout our supply chain  
Data Protection Protecting the data and privacy of our clients and suppliers
- **Intellectual Property**  
Implementing measures to respect the intellectual property rights of our clients and suppliers

# Our Supply Chain Progress

## Our Supply Chain Priorities for 2017

Implement policy in compliance with Anti Slavery Act 2015

Ensure complete supplier base is registered to ConstructionLine or internally assessed to specified QHSE standards

Continue to reduce the number of materials we use and increasing our use of recycled materials or use those which have been obtained by socially sustainable means, have lower environmental impacts and provide equivalent or superior performance to existing materials

Work with environmentally and socially friendly suppliers who demonstrate compliance with the Anti Slavery Act 2015

Prioritize locally sourced materials where we can minimize their carbon footprint

## Group Procurement Initiative

Having undergone a substantial period of growth leading to changing client base demands, the decision was made to establish better ways of working with our supply chain. The aim was to foster mutually beneficial relationships and improve our overall business health and sustainability.

Following a risk based analysis of our suppliers, we have reduced our supply chain from circa 3,500 to 150 key strategic partners and have implemented 22 key partner framework agreements. Through our key partner frameworks, our suppliers are encouraged to adopt an approach to corporate social responsibility in line with our programme and values.

## Programmes and Policies

Our Ethical Purchasing Policy provides guidelines to ensure we act in an ethical manner when engaging with our suppliers.

Our Vendor Assessment Programme monitors suppliers to ensure ethical business practices and financial security.

## Continuous Improvement

Carried out gap analysis of the top 2% of our supply chain was carried out to establish whether suppliers had signed up to our Ethical Purchasing Policy or needed to have their own Ethical Purchasing Policy in place.

Determined whether formalised CSR discussions/reviews with suppliers were required to instil best practice and to ensure that shared CSR values were adopted.

We are now targeting 43 suppliers to be signed up to our Ethical Purchasing Policy based upon total spend in 2015. The top 30 suppliers represent the top 2% with a further 13 suppliers being upgraded as they meet the criteria of being a strategic partner.

We will be working closely with each supplier and conducting regular Supplier Appraisals and Quarterly Business Reviews with each partner. Our partners will be recording a set of KPIs set by the Group, and will report back to us monthly for analysis.

## Sustainable Procurement

Partnered with ConstructionLine to make registration mandatory for all sub-contractors and preferred material suppliers of the Group. Primarily the areas covered are; Quality, Health and safety, Equal opportunities, Environment and Community. Our aim for 2017 is to conclude the incorporation of ConstructionLine into our systems.

Internally, we developed a tool to provide ongoing assessment of approved suppliers to ensure compliance to quality, environmental, health and safety, and insurance policies for all suppliers and sub-contractors not captured via ConstructionLine.

## Training & Education

Employees involved within the procurement process receive training via our adi Procurement Introductory Pack.

Our pack educates on the importance and expectations surrounding the adi Group Ethical Purchasing Policy.

We created a New Buyer Introduction pack outlining adi procurement standards, procedures and our ethical purchasing policy.

Our aim is to have continued 100% compliance with all adi buyers signed up to our ethical purchasing policy to foster best practice across our supply chain.



# Our Accreditations



In 2015, we were invited by one of our clients to complete a global CSR Evaluation Programme called EcoVadis. EcoVadis is a collaborative platform providing sustainability ratings and performance improvement tools for global supply chains.

The EcoVadis platform aims to improve environmental and social practices of companies by leveraging the influence of global supply chains and provides Supplier Sustainability Ratings via a unique CSR assessment methodology.

Globally, more than 25,000 companies use EcoVadis to reduce risk, drive innovation and foster transparency and trust between trading partners. In 2015, adi Group received a gold standard recognition via this programme with a score of 73%, placing us within the Top 5% of 25,000 businesses that are evaluated and rated worldwide.

The Group became re-accredited to EcoVadis in 2016 achieving Gold Recognition for a second year running, improving our overall scoring to the Top 1% of companies evaluated globally.



Our Automotive Services team completed a supplier assessment accreditation for one of our clients through the Achilles accreditation programme and achieved the highest available score of 4/5 with no non-conformances raised.

The Achilles network manages a collaborative global network of industry commodities and enables trading partners to share high quality, structured and real-time data. This platform is utilised by over 800 of the world's leading buying organisations and has a network of circa 90,000 suppliers.

### Our Other Accreditations



“adi Group has reached an exceptional score and it is great that it achieved our Gold rating in its first assessment. Its score places it amongst the top 5% global performers evaluated by EcoVadis in 2015.”

**Renate Belkevica** - EcoVadis Supplier Engagement Team

“EcoVadis adapts the CSR survey questionnaire to the company's business sector, optimizing their efficiency in responding, and maximizing relevance of the rating.”

We are glad to see solutions companies like adi Group, who were already performing well, to go beyond just complying with client requests to truly engaging in CSR to boost their performance even further.”

**David McClintock** - Marketing Director at EcoVadis

# Our Recognition of Excellence



## Winners

### Birmingham Post Business Awards – People Development (2015)

Our investment and commitment to our staff was recognised in the Birmingham Post Business Awards (2015) where we received the award for People Development. This award recognised employers who make a significant contribution to training, developing and recruiting individuals both internally and within the wider local community – a testament to how we have been working to create a people-centric culture across our organisation.

### Greater Birmingham Chamber of Commerce 2016

Finalists for Excellence in the Community.



### School Partnership Highlighted By Confederation Of British Industry (CBI)

The success of adi Group's Business Class School Partnership with North Bromsgrove High School was highlighted by the CBI at their West Midlands Education and Skills Conference.

Our partnership was cited as an excellent example of where a school and company are working together to develop pupils and their skill sets to make them more attractive to potential employers.



### APCRG Awards

Constituency Champions for Northfield



## Winners

### Business In The Community - West Midlands Responsible Business of the Year (2016)

This award recognises small and medium-sized enterprises (of under 1500 employees) which have embedded responsible business practices throughout their organisation and are making a positive difference to the challenges facing the West Midlands.

## Finalists

### The Manufacturer MX Awards – Leadership & Strategy (2016)

The Leadership and Strategy category recognises manufacturing companies that demonstrate the greatest breadth and depth of leadership and management skills, and successful implementation of a clear, well-communicated business strategy.



# Our 2017 Priorities

## At a glance

### Our People Priorities for 2017

Provide 25 Apprenticeships in 2017

Continue to Reduce Lost Time  
Workplace Accidents & Incidents

Increase Training & Development  
Days Per Employee

Implement Employee Wellbeing  
Programme

### Our Community Priorities for 2017

Increase Fundraising & Volunteering Days Per  
Employee

Raise Awareness of Apprenticeships as a viable  
career path.

Work closely with North Bromsgrove High  
School through BITC Business Class.

Continue to develop pre-apprenticeship  
programme for 14-16 year olds and promote  
model to other businesses to impact on youth  
skills development.

Raise awareness of engineering and STEM  
skills at career events.

Provide 10 BITC Ready for work placements  
throughout 2017

Provide 15 Work Experience placements  
throughout 2017

### Our Environmental Priorities for 2017

Evaluate ESOS Report identify improvements  
and implement action plan

Continue Risk Management through our  
9001/18001/14001 Management Systems

Continue to Invest in New Technologies  
Eg-Reducing paperwrok further

Implement and further develop Employee  
Awareness programmes

QHSE Alerts extended to Environmental issues  
– eg. Driver Awareness

### Our Supply Chain Priorities for 2017

Implement policy in compliance with Anti  
Slavery Act of 2015

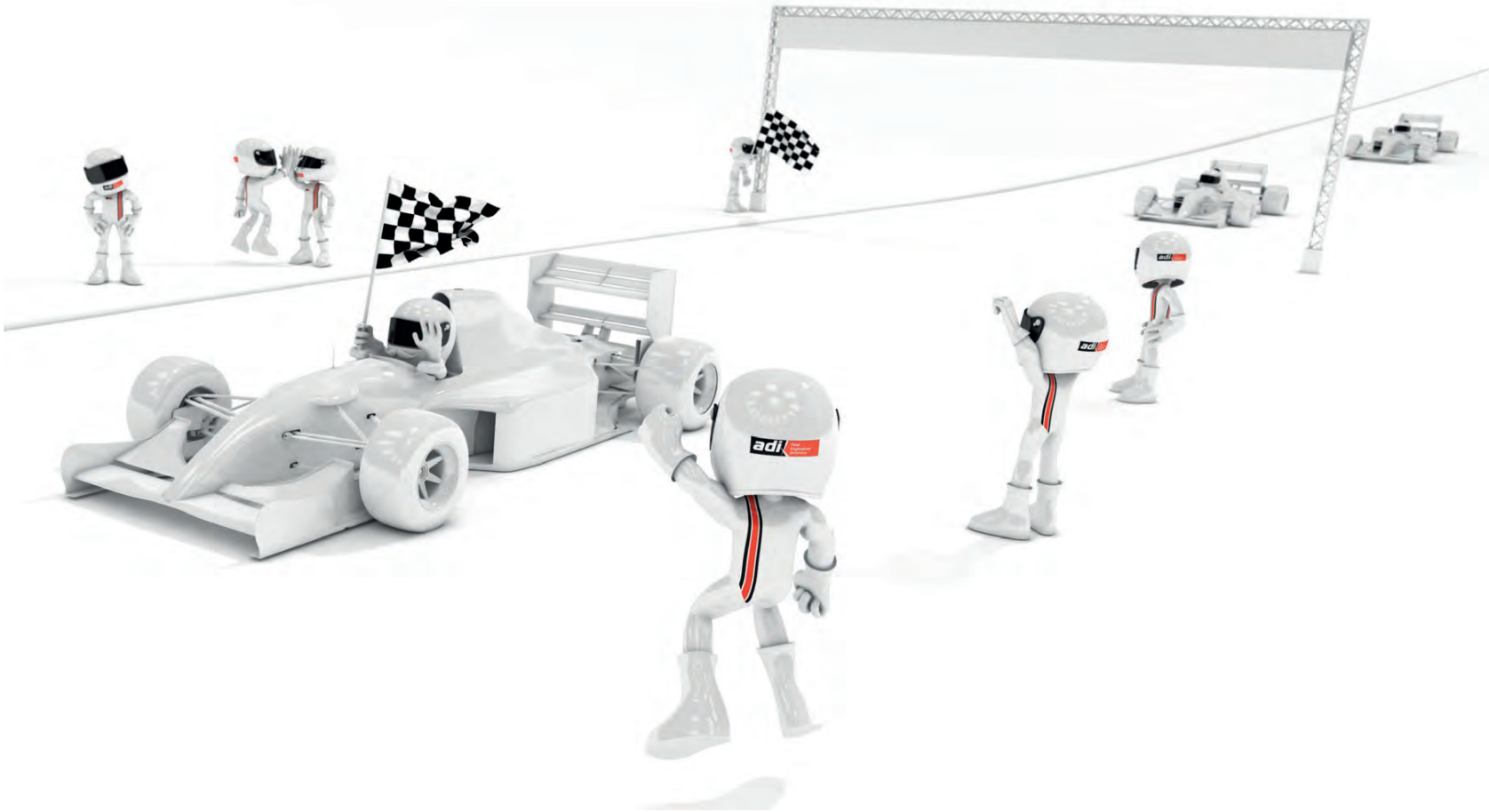
Ensure complete supplier base is registered to  
ConstructionLine or internally assessed to  
specified QHSE standards

Continure to reduce the number of materials or  
use those which have been obtained by socially  
sustainable means, have lower environmental  
impacts and provide equivalent or superior  
performance to existing materials

Work with environmentally and socially friendly  
suppliers who demonstrate compliance with the  
Anti Slavery Act 2015

Prioritize locally sourced materials where we  
can minimize their carbon footprint





**Head Office:**  
66 Melchett Road,  
Kings Norton Business  
Centre,  
Kings Norton,  
Birmingham,  
B30 3HX, UK

t: +44 (0) 121 451 2255  
e: [info@adiltd.co.uk](mailto:info@adiltd.co.uk)  
w: [www.adiltd.co.uk](http://www.adiltd.co.uk)

**adi Ireland:**  
279 Blanchardstown  
Corporate Park No.2,  
Ballycoolin,  
Blanchardstown,  
Dublin 15,  
Ireland

t: +353 (0) 1 866 5050  
e: [info@adiireland.ie](mailto:info@adiireland.ie)  
w: [www.adiireland.ie](http://www.adiireland.ie)