



**ENGINEERING A BETTER FUTURE**

**CORPORATE SOCIAL RESPONSIBILITY  
& SUSTAINABILITY**

**OUR PROGRESS & OUR VISION FOR 2015**



**ANNIVERSARY**





## Contents

### adi Group

### Corporate Social Responsibility & Sustainability

### Report 2015

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

Data and information within this report reflect our goals and performance against our various management systems. All data included in this report covers the 2014 calendar year from 1 January to 31 December 2014.

Our 2016 report will be submitted in accordance with GRI G4 reporting guidelines as a sign of our commitment to improving the environment in which we all live and work, and desire for full disclosure of our efforts.

## Statement from CEO

### About Us

## Our Mission

Our Values  
Our Culture  
Our People

## Our Vision

Our Responsibilities  
Our CSR Committee

## Our Approach

1. Our Ethical Conduct
2. Our Accountability
3. Our Training and Investment
4. Our Continual Improvement & Risk Management

## Working in Partnership

Our Charity Partners  
Charity of the Year  
National Charities  
Business in the Community (BITC)

Our Educational Partners  
Local Schools and Colleges  
North Bromsgrove High School

## Our Aspirations

### 1. Our People

Our Employee Wellbeing - Labour Practices & Human Rights  
Our Employee Engagement - Employer of Choice  
Our Employee Volunteering - Community Engagement

### Our Progress

Wellbeing Wednesdays  
Health & Safety Standards  
Think Safe Home Safe  
Accident & Incident Statistics – 2014  
Employee Reward and Recognition  
Employee Development

4

5

6

9

10

11

13

14

15

## Our Goals for 2015

### 2. Our Community

Our Community Engagement  
Our School and Social Enterprise Partnerships  
Employment Opportunities

### Our Progress

Handsworth Wood Girls School  
BITC Ready for Work Programme  
Local Schools and Colleges  
North Bromsgrove High School  
Our Apprenticeship Academy - Engineering our Future  
Recognised for Excellence  
Employee Volunteering  
Charitable Donations & Employee Volunteering Activities - 2014

### Our Goals for 2015

### 3. Our Environment

### Our Progress

Environmental Standards  
Go Green Campaign – Employee Engagement  
Environmental Statistics - 2014  
Sustainable Procurement  
ESOS Regulations

### Our Goals for 2015

### 4. Our Supply Chain

Sustainable Procurement  
Fair Business Practices  
Customer Safety

### Our Progress

Quality Standards  
Ethical Purchasing Policy (EPP) – Sustainable Procurement  
Recognised for Excellence

### Our Goals for 2015

### Our Highlights

### Contacts

15

16

16

17

18

18

19

20

20

20

21

22



## Statement from CEO

**It is the ambition of adi Group to shape its business in a positive way, the lives of its employees as well as the community and the environment affected by its activities to ensure a sustainable future.**

To help us achieve our aims we have established our Engineering a Better Future programme, which provides a platform of four Guiding Principles that outline and govern the way we behave and underpin our approach to business.

To enable us to do this we have identified four main areas in which we believe we can have a significant impact and continually improve our approach

- 1. Our People**
- 2. Our Community**
- 3. Our Environment**
- 4. Our Supply Chain**

In doing so we have also made a commitment to minimise the impact of our business activities on the environment and continuously improve our performance within four key areas

- 1. Carbon Footprint Reduction**
- 2. Waste Reduction**
- 3. Water Consumption**
- 4. Ethical and Sustainable Procurement**

Our ultimate aim is to act in a socially responsible way by respecting social, economic, cultural, political and civil rights of all those involved in our business.

We can do this by continuing and extending our important work of delivering and supporting current and future infrastructure.

We will harness new technology, new ways of working and the skills of our people to make a difference.

We will also encourage our supply chain, clients and business partners to adopt ethical and sustainable business practices.

It is believed that instilling this approach and culture within adi Group will help us deliver our vision and goals in relation to corporate social responsibility and continue to drive the company's growth ensuring a sustainable business for the next generation of Engineers.

In all we do, we want to play an active and creative role, looking ahead and taking action to contribute to the future of our customers, employees and other stakeholders.



Alan Lusty, CEO





## ANNIVERSARY

The adi Group is a large, multi-disciplined, privately owned engineering company offering a single source, integrated service to provide totally engineered solutions.

Founded in 1990, the group specialises in supporting the manufacturing sector in the UK & Ireland, through 16 limited companies and over 20 service divisions. Currently employing in excess of 450 people with a 2014 turnover of £65million, the group's growth has been achieved by the acquisition of talented individuals combined with a unique understanding of our customers businesses and challenges.

Corporate Social Responsibility (CSR) is high on our agenda as we seek to play a significant role in engineering a better future for the world around us.

We are extremely proactive in our approach and committed to building a growing sustainable business, ensuring a safe environment for employees whilst also minimising the impact on the environment by ourselves, our customers and our supply chain.

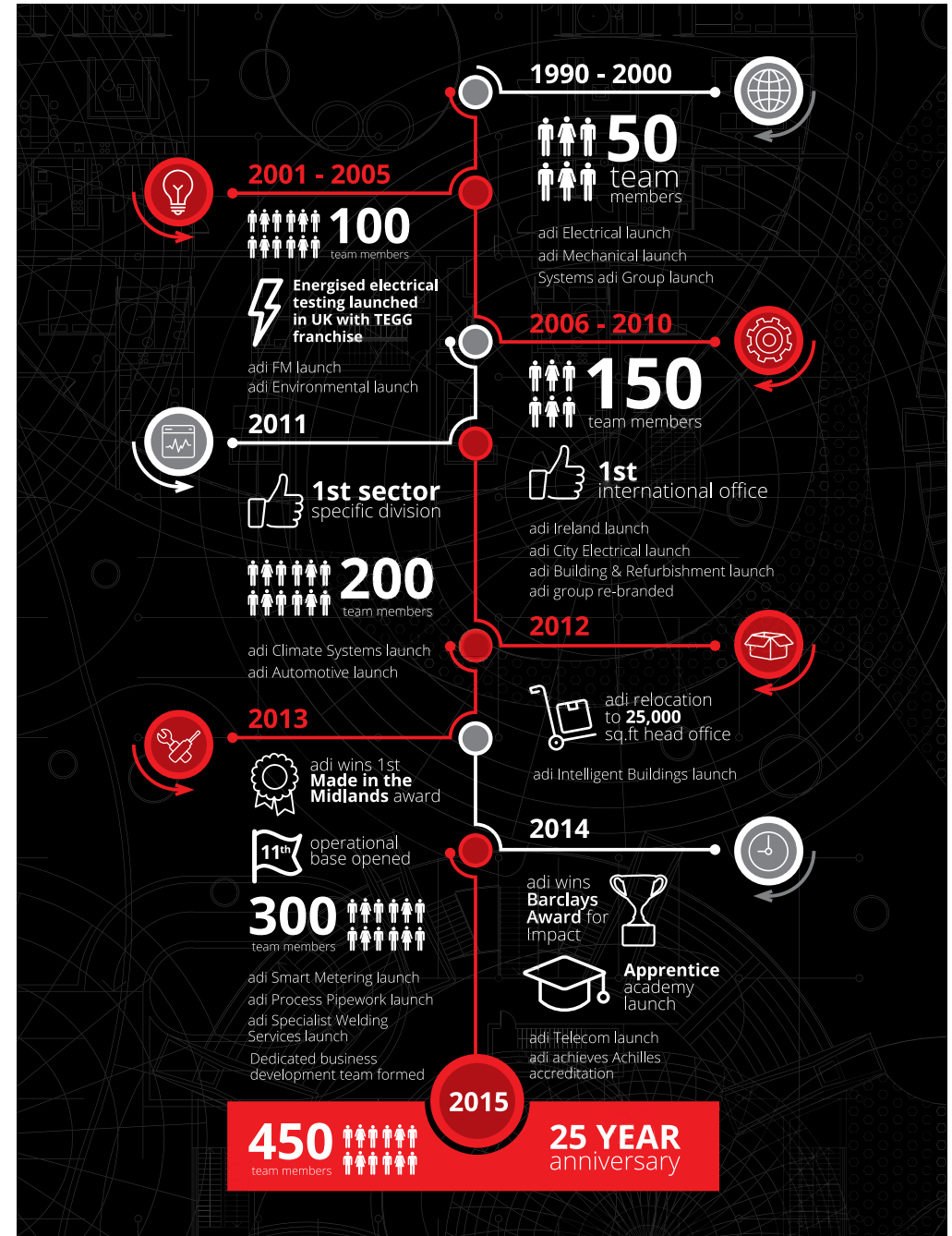
To ensure that we continue to act responsibly, our CSR initiatives are regularly reviewed as part of our business continuous improvement programme.

As a proud member of Business In The Community (BITC) we actively participate in a number of BITC initiatives. These include BITC Business Class partnering North Bromsgrove High School, and BITC's Ready For Work Programme supporting disadvantaged people into the workplace through skills development.

We embrace new technology and new ways of working and are dedicated to developing the skills of our people to make a difference. From our commitment to sustainable growth, to inspiring and investing in the next generation of engineers, we are actively engineering a better future for our employees, the environment, our customers and our supply chain.

**adi Group has geographical presence spread across the UK and Ireland offering a total engineered solution specialising in a variety of operations within skilled areas:**

- Automation
- Automotive
- Building Maintenance
- Building Management Systems
- Building & Refurbishment
- Climate Systems
- Compliance Solutions
- Electrical
- Energy
- Environmental
- Facilities Management
- Mechanical Fabrication
- Plant Maintenance
- Pollution Containment
- Process Pipework
- Project Management
- Smart Metering
- Telecom Solutions



# Our Mission

“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.”



**adi** Total Engineered Solutions Group  
Tel: +44 (0)121 451 2255 www.aditd.co.uk

## Our Mission

### Our Values

At adi Group we are passionate and driven to make a difference. From delivering superior customer service to our clients, to ensuring the well-being and development of our workforce, through to the shaping the way we do business through our Corporate Social Responsibility initiatives, our values are at the heart of everything that we do as a business.



To achieve our mission, we have developed ten core values that we strive to deliver across all areas of the Group -

**1. Pride & Passion**  
Have pride and passion in what we do and how we do it

**2. Never compromise**  
We will never compromise on health and safety

**3. Work together**  
Work together as one efficient customer focused team

**4. Encourage**  
Encourage innovation and creativity

**5. Individual actions**  
Aware that individual actions impact directly on the success of the team

**6. Equality & respect**  
Strive for equality and mutual respect

**7. Go the extra mile**  
Create an environment where everyone is committed to go the extra mile

**8. Strong leadership**  
Believe our strong inspirational leadership brings success

**9. Ecologically Aware**  
We will ensure that our business activities have minimal impact on the environment

**10. Social Responsibility**  
Work with our local communities to create a sustainable future



### Our Culture

Whilst we have grown far beyond our understated beginnings, we still maintain a close-knit and inclusive culture which is instilled across all aspects of the Group. In fact, all of our employees wear the same adi shirt including our CEO and senior management teams, so when you come to work here, or visit one of our offices, you'll instantly feel part of our winning team.

Corporate Social Responsibility (CSR) is helping to play our part in building a sustainable future for generations to come and is embedded within our company culture. Our employees are passionate about making a difference and take part in numerous volunteering, team-building and charitable events throughout the year.

### Our People

We believe our success as a business is a direct result of our core values and retaining talented individuals with a strong work ethic, a commitment to excellence and above all, a passion for engineering.

Whether it's working on one of our 40 client sites in the UK and Ireland, or at one of our regional offices our employees are the engineers of our continued growth and success.

From our onsite engineers, to our in house teams and our apprentices, here at adi Group we pride ourselves on continuous improvement and evolution to be the best that we can be.

# Our Vision

**“adi Group is committed to maintaining a safe, ethical and responsible working environment, which has a positive influence on the wellbeing and development of our employees and provides a sustainable future for the local community and environment.”**



**adi Group is committed to building a growing sustainable business, ensuring a safe environment for employees whilst minimising the impact on the environment by ourselves, our customers and our supply chain.**

Our ambition is to shape businesses, lives and the environment in a positive way through understanding and responding to the needs of our employees, customers, suppliers and local communities.

We will continually monitor and review our performance on an annual basis to ensure that our commitment to environmental responsibility and the community objectives is as forward thinking as possible and reflects current issues.

## Our Responsibilities

Our CEO and senior management team of adi Group recognise the importance of approaching their responsibilities to CSR and sustainability in a co-ordinated and committed fashion and are accountable for monitoring progress towards our goals and objectives.

The senior management team are committed to bring our CSR Policy and Engineering a Better Future programme to the attention of all members of staff through our group communication channels.

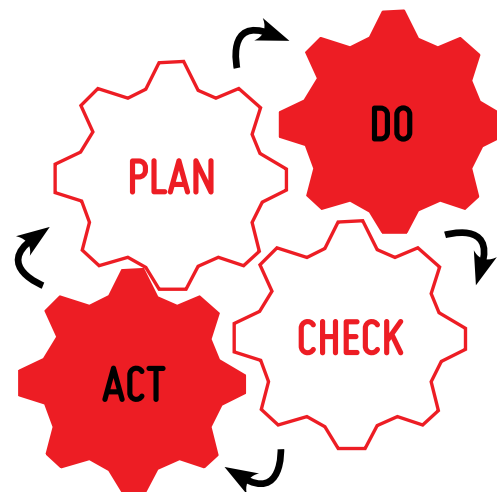
It is the responsibility of all Directors, Managers and employees within adi Group to ensure the requirements generated by our CSR Policy are put into practice and adhered to.

The CSR Director and senior management team will review, monitor and measure performance on an annual basis to ensure



that our commitment to environmental responsibility and community objectives is as forward thinking as possible and reflects current issues with a view to continual improvement.

All employees are responsible for participating in and adhering to our CSR principles as well as reporting any compliance issues.



## Our CSR Committee

A CSR Committee has been formed consisting of:-

- CEO – Chairman
- Group Secretary
- Group Purchasing Manager
- Group H&S Manager
- Group Environmental Manager
- Group HR Manager

The CSR Committee has been formed to identify and focus the company on key areas and objectives.

The progress and performance against our vision and goals will be regularly reviewed and monitored by the CSR Committee on a quarterly basis to ensure we are fulfilling our objectives and ensuring compliance by our offices and will continue to set new objectives for the future.

The CSR Committee members will raise any CSR concerns to members of the board and it will be the relevant board members responsibility to make relevant actions.



**Alan Lusty**  
CEO – Chairman  
of CSR Committee



**Tina Lusty**  
Group Secretary



**John Eggington**  
Group Purchasing  
Manager



**Lynne Byrne**  
Group Environmental  
Manager and adi  
Environmental  
Operations Manager



**Lorna Quigley**  
Group HR  
& Recruitment  
Manager



**Roy Cumberworth**  
Group QA/H&S  
Manager



**Claire Frays**  
Group Marketing  
& Communications  
Assistant

## adi Group's success has been built upon a distinct culture focused upon positive and friendly relations with staff, customers and the communities it serves.

This culture is defined in the Engineering a Better Future programme, a series of four Guiding Principles that outline and govern the way we behave and underpin our approach to business within adi Group.

Our Guiding Principles are here to help us deliver our vision and goals in relation to corporate social responsibility and sustainability. They will continue to drive the company's growth ensuring a sustainable business for the next generation of Engineers.



### 1. Our Ethical Conduct

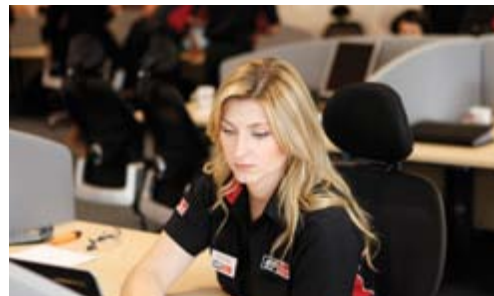
#### We will

- act with sincerity and integrity in everything we do by promoting positive and ethical labour relations with our employees and throughout our supply chain.
- communicate in an open, honest and transparent way, both internally and externally.
- respect and promote the diverse backgrounds of our employees, consciously developing and using individuals' knowledge and experience to do the best job possible, wherever we operate.
- consult with our employees and those affected by our business activities, either individually or through legitimate representative organisations, on matters that affect them.
- look outwards to our customers and the businesses with which we work, seeing things from their point of view.

### 2. Our Accountability

#### We will

- hold ourselves accountable for the impact our business activities have on the environment.
- create a safe working environmental for our employees and those affected by our business activities to ensure their health and wellbeing.
- recognise and honour our legal obligations in everything we do.
- take action and address problems or failures quickly.



### 3. Our Training and Investment

#### We will

- offer our employees equal opportunities to develop their potential at work, encouraging them to expand their skills and experience to advance their careers.
- train and develop our people and invest in the future of our company.
- invest in the development of skills and training for young people.
- share knowledge and best practice across the company.



### 4. Our Continual Improvement & Risk Management

#### We will

- be creative and innovative in our approach, to increase business efficiencies for our customers and adi group.
- not just respond to customer suggestions, but be proactive, anticipating their needs.
- endeavour to adopt more sustainable business practices to minimise environmental harm from our operations and encourage our customers to do the same.
- continually review and monitor our performance to identify and manage all risks that might threaten the future of our company.
- avoid conflicts of interest and prevent corrupt or fraudulent behaviour of any kind.
- keep company data accurate, confidential and secure.

**adi Group are committed to collaborating with external partners, and third parties to enhance our CSR knowledge and to share best practice.**

We do this by ensuring we listen to and work with our community members to understand how their needs are changing and to seek their guidance in developing business practices that ensure a sustainable future.

### Our Charity Partners

#### Charity of the Year

adi Group has supported numerous charitable causes over the years through various different events, sponsorship, donations of materials and volunteering days. At the beginning of the year, adi employees select a charity and organise a series of fundraising events throughout the year to support it. This year we are actively supporting Barnardo's as our chosen charity of the year. Previous charity relationships have resulted in donations of over £5,000 and over 450 hours of staff volunteering to support local and national charitable causes.



### National Charities

adi Group's Charity donation programme is administered centrally through an established approval process. The CSR Committee works closely with the Senior Management team and Employees to select national UK charities, who when viewed in the aggregate, address a broad spectrum of human needs. The company will establish a partnership with those charities working with each of them to agree a particular project or activity which resources or donation will fund to ensure its achievement.



### Business in the Community (BITC)

adi Group has formed a long standing relationship and partnership with BITC. We work collaboratively with BITC and its other business members within local, national and international programmes covering the areas of:

- Education and Young People
- Enterprise and Culture
- Tackling Unemployment
- Marketplace Sustainability
- Workplace and Employees



### Our Educational Partners

#### Local Schools and Colleges

adi Group has developed relationships with several local schools and colleges to provide work experience, placements and internships for students.

#### North Bromsgrove High School



Our work within the BITC Business Class Programme has seen the establishment of an agreed 3 year partnership with North Bromsgrove High School which commenced in 2014.

We are developing a strategic support and collaborative action programme in partnership with the School across four areas:

- Leadership and governance
- The curriculum
- Enterprise and employability
- Wider issues



# Our Aspirations

**“Our ambition is to shape businesses, lives and the environment in a positive way through understanding and responding to the needs of our employees, customers, suppliers and local communities.”**



# 1. Our People

**At adi we recognise that our business is only as good as the people that we employ, which is why we value and recognise the contribution that each individual makes.**

Our mission is to become a place people aspire to work so the well being of our employees is of paramount importance to the success of the business.



## Our Employee Wellbeing - Labour Practices & Human Rights

adi Group believes that a safe and ethical working environment is a fundamental right of every employee and person affected by our activities which is a value that will never be compromised.

### We commit to

- being an equal opportunities employer at all times and ensuring that our employees remain safe from discrimination and harassment in the workplace.
- comply with legislation regarding the national minimum wage and working time directive.
- ensure that discrimination, harsh or inhumane treatment of any employee is prohibited and do not tolerate any form of harassment in the workplace.
- respect our people's individual rights and privacy, treating as confidential, data we may hold concerning them and offering them fair procedures for resolving issues.
- developing a working environment that promotes the health and well-being of the organisation and its employees.
- encourage our employee's to adopt a healthy lifestyle.
- promote and implement effective health and safety management systems and working practices.
- protect and support our employees and anyone working with us or affected by our activities.

## Our Employee Engagement - Employer of Choice

adi Group is dedicated to creating a winning team and believes that investing in its people will create an engaged workforce with a strong work ethic and commitment to excellence which will ensure that we are able to be the best that we can be and continually improve our approach to business.

### We commit to

- investing in the learning and development of existing members of staff by improving and enhancing their skills to ensure sustainability and retention.
- developing a good local reputation, known for developing the skills and life opportunities and improving the working environment for staff.
- respond positively to requests from employees for development opportunities to promote and enhance skills within the Group.
- encourage team working throughout the organisation with team building events and away days.
- attract and recruit the best talent and widen the pool of talented potential recruits to ensure sustainability.
- invest in developing strong leadership to build an engaged workforce.

## Our Employee Volunteering - Community Engagement

adi Group believes that promoting our employees active involvement within the local community is of the utmost importance to ensure they gain an understanding of the challenges that local businesses and communities face and how businesses can have a significant impact on communities as a whole.

### We commit to

- linking community engagement activity with staff, development and talent management to increase engagement throughout the workforce.
- encourage our employees to play a significant part in the development of the local community.
- give our employees the opportunity to support a range of charitable causes that are important to them, helping the wider community and staff engagement.
- encourage employees to undertake voluntary work, to share and develop their skills and gain a better understanding of our community's needs.
- inspire and encourage staff to participate in volunteering and charitable events to support community programmes.



# 1. Our People

### Our Progress

#### Wellbeing Wednesdays

On the first Wednesday of each month employees are provided with fruit and vegetables free of charge.

#### Health & Safety Standards

Through our Health and Safety management system we actively monitor and review all workplace accident and incident statistics.



Six of our companies have achieved OHSAS18001:2007 accreditation with all other companies currently working to same processes and management system standards. We are currently working through a schedule to achieve accreditation for the remaining businesses.

#### Think Safe Work Safe Home Safe

Our Think Safe Work Safe Home Safe programme aims to raise awareness of workplace safety and continually improve the workplace environment for our employees and anyone affected by our activities.



### Accident & Incident Statistics – 2014

Total hours worked in 2014	1, 122, 525
No. of accidents	23
Accident Frequency Rate (AFR)	0.20
No. of incidents	15
Incident Frequency Rate (IFR)	0.13
Hours worked since last LTA	793, 170

Data correct up to 31/12/14

### Employee Reward and Recognition

adi Group recognises its employee's contribution and commitment to the company. To reward and motivate employees we operate an annual Employee Recognition programme with nominations being made in six categories by employees and fellow colleagues.

The Awards are presented to winning employees by the CEO and celebrated at the annual Christmas Ball within the six categories below:

#### Employee of the Year –

Awarded to an employee who has gone the extra mile, is committed, has pride and passion in their work, and stands out from everyone.

#### Apprentice of the Year –

Celebrating the apprentice within our business who is conscientious, has a willingness to learn and goes the extra mile

#### 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 or process with the potential to generate significant income, increase productivity and save the company time or 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

adi Group also recognises and celebrates its employee's loyalty and commitment to the business for all employee's with 15 years or more continuous service.

#### Employee Development

adi Group is committed to developing its employees and have provided our employees the opportunity to obtain National Vocational Qualification (NVQs) to equip them with the skills they need to succeed.

Our Employee Development programme is an opportunity and platform for us to develop and mentor our employees to meet the needs of our ever-changing and developing businesses.



### Our Goals for 2015

<p>Increase employee engagement levels and morale by 5%</p> 	<p>Increase staff retention figures by 5%</p> 
<p>Reduce staff absence levels by 5%</p> 	<p>Reduce lost time from workplace accidents and incidents by 5%</p> 
<p>Create and Implement a Graduate Training Scheme by the end of 2015</p> 	<p>Increase training and development days per employee By 5%</p> 

## 2. Our Community

adi Group believes that businesses and communities are closely linked and both can have a significant impact on each other. Contributing to our local community and those affected by our activities is of the utmost importance in understanding and working to resolve the issues and challenges they face to ensure a sustainable future.

### Our Community Engagement

#### We commit to

- identify a structure to determine and communicate priorities for community investment.
- respect the many different cultures of the communities in which we live and work and the human rights and dignity of their people.
- consult with the community when our activities affect them and seek to invest in their future, bringing them economic and social benefit.

### Our School and Social Enterprise Partnerships

#### We commit to



- ensure young people of tomorrow have STEM skills (science, technology, engineering & maths) in order to study engineering and to make this a career of choice.



- work in partnership with local communities to ensure sustainability for future generations.
- provide opportunities for disadvantaged groups to gain employability.
- partner with local schools to provide work placements for local students and support from a business perspective.

### Employment Opportunities

#### We commit to

- encourage young people into the engineering sector.
- being a valued member of the community by always employing from the local area in the first instance where possible.
- invest in development of skills and training for young people.

### Our Progress



#### Handsworth Wood Girls School

adi Group have actively worked with the Design and Technology Association within a skills transfer programme to develop the teachers' design and CAD skills and create a project brief to enable the teachers to deliver a 'Design and Sketch-Up' lesson to students.



The feedback received from the school was extremely positive:

"Through the Skills Gap Programme, we have been working with an engineer from adi Group to see how CAD is used in industry and develop our own CAD skills. The one day training session we had from adi Group and subsequent follow up session have been well paced, supportive and helpful. adi Group have committed to supporting us to implement these new skills and share them with our students over the next few months. This real life context and the engineering role models will be invaluable to our student group at Handsworth Wood Girls' Academy."

Adrian Siviter Head of Creative Design

We also took part in the schools Year 5 Transitioning Project with the theme 'Getting Girls into Engineering' in which pupils designed and built their very own gravity racers. adi Group attended the school's 'Gravity Racer Celebration Day' to help with judging and present students with prizes.

### Local Schools and Colleges

Having developed relationships with several local schools and colleges we have provided 2



work placements for students from Aston Engineering University Academy and 3 internships for Graduates within several areas of the business.



### North Bromsgrove High School



Our 3 year partnership with North Bromsgrove High School aims to develop a strategic support and collaborative action programme in partnership with the School across four areas:

- Leadership and governance
- The curriculum
- Enterprise and employability
- Wider issues

Although we are only 1 year into our 3 year partnership we have already offered 1 long term work experience placement and adi Group hosted an Engineering Day at North Bromsgrove High School involving 4 different feeder schools to help promote Engineering as a career path and the schools GCSE Engineering course.

Our Company Secretary has also committed to becoming a Governor on the school board of governors contributing 135 hours during 2014. This has seen our participation in the school improvement forum, students' forum and curriculum working group which has led to involvement in developing various initiatives and activities within the school such as succession planning, teachers' pay policy, safer recruitment policy, OFSTED reviews and identification of government funding.

## 2. Our Community

### BITC Ready for Work Programme



Our work with BITC has seen the establishment of a partnership which provides regular work placements for individuals from disadvantaged backgrounds through their Ready for Work Programme.

Through our work within the BITC Ready for Work Programme we have offered 13 work placements to individuals during 2014. In previous years we have offered fulltime permanent employment to 3 individuals who participated in work placement with adi Group via this scheme.

### Our Apprenticeship Academy - Engineering our Future



adi Group is committed to promoting the exciting career paths that engineering entails. Helping to develop and inspire the next generation of engineers is high on the agenda at adi Group.

We are investing in the development of skills and training for young people and have launched our very own Apprenticeship Academy to mentor and equip budding engineers with the skills they need to succeed.

Our Apprenticeship Academy programme is an exciting platform for us to develop and mentor enthusiastic engineers and business support recruits to meet the needs of our ever-changing and developing businesses.

We have offered 16 apprenticeships across all areas of the business covering different engineering disciplines. From electrical and mechanical engineering to facilities management, automotive engineering and Group services, we're confident that we have something for everyone seeking to break into the world of engineering.

### Recognised for Excellence



Made In The Midlands Awards for "Manufacturing Achievement – Skills"

Recognising the investment we have made in our workforce within the last 12 months. This investment has seen our workforce grow by 18% which is a huge achievement within the engineering and manufacturing industry. 2014 saw the addition of adi Telecom to our portfolio of services, greater employee investment, the launch of our Apprenticeship Academy, and our partnerships with North Bromsgrove School and Handsworth Wood Girls Academy to encourage young people into engineering.

Our workforce investment has helped us to meet the demanding and changing needs of our customers and the growing needs of adi to ensure we retain, grow and compete within our market sector.

### Employee Volunteering



adi Group has organised for its employees to participate in numerous volunteering events to support local community projects and activities.

In 2014 we raised over £5,000 for Charity, including Birmingham Children's Hospital (BCH), our nominated annual charity, as well as other charities chosen by our employees. Our employees also took part in numerous volunteering days and activities within our local community.

Period: 1st January—31st December 2014	£
Donations made to BCH	£5,259.82
Donations made to other charities	£3,221
Volunteering hours by adi staff = 465hrs	£12,674
Materials donated to good causes	£287.85
Total cost donated by adi Group	£21,443



### Our Goals for 2015

Increase employee volunteering days per employee 5% Increase Year on Year



Sign up to a long term community project with a charity partner (i.e. 12 month period) 1 Project per Year

Achieve recognition within the BITC Responsible Business Award programme by the end of 2015



adi Group is committed to minimising the environmental impact of our operations. We have conducted a thorough review of our activities to identify any aspects of what we do with the potential to cause an environmental impact. We take our responsibilities as a business very seriously and are committed to putting in place systems and programmes of work that drive continual improvement and reduce our environmental impact.



#### We commit to

- minimise the impact of our business activity on the environment and continuous improvement of our environmental performance by reducing our environmental aspects and impacts in relation to:
  1. carbon footprint
  2. water consumption
  3. general waste
  4. ensuring sustainable procurement is achieved wherever possible.
- promote good environmental standards across the group and its stakeholders through the implementation of robust environmental management systems and ISO14001 accreditation wherever possible
- raise awareness of and promote environmental issues internally

#### Our Progress

##### Environmental Standards

Through our Environmental management system we actively monitor and review the aspects and impacts that our workplace activities have on the environment.

Two of our companies have achieved ISO14001:2004 accreditation with all other companies currently working to same processes and management system standards. We are currently working through a schedule to achieve accreditation for the remaining businesses

##### Go Green Campaign – Employee Engagement

Our Go Green Campaign programme aims to raise our awareness of our direct and indirect environmental aspects and impacts and continually improve our approach to our business activities which affect the environment.

#### Environmental Statistics – 2014

Our Environmental commitment has seen improved performance in all areas from 2013 to 2014. We highlight our more significant achievements below:



**Reduced our Paper/ Cardboard waste by: 21.24%**

**Reduced our Trade Waste by: 20.20%**

**Increase our Glass/ Plastic/Metal recycling by 34%**

**Reduced our Carbon Footprint by 10.78%**

#### Sustainable Procurement

adi Group have developed and implemented an ethical purchasing policy which provides guidelines to employees within the purchasing department to ensure they act in an ethical manner when engaging with our suppliers and always strive to obtain products and services from sustainable sources.

#### UK Energy Savings Opportunity Scheme (ESOS)

adi Group is committed to compliance with the UK Energy Savings Opportunity Scheme (ESOS) and we are proactively taking steps to monitor and review your energy usage as part of compliance with this regime.

Carbon Offsetting Scheme (Carbon Neutral Programme)

adi Group will be reviewing its Carbon Footprint during 2015 with a view to exploring the options of carbon offsetting and purchasing carbon credits within a recognised carbon neutral programme.

**Our Progress**

**REDUCE WASTE**



**Paper / Cardboard (Itrs)**  
 Target % Reduction 10.0  
 Actual % Reduction 21.25



**Trade Waste (Itrs)**  
 Target % Reduction 0.5  
 Actual % Reduction 20.20



**Glass / Plastic / Metal (Itrs)**  
 Target % Reduction 5.0  
 Actual % Reduction -34.33

**REDUCE UTILITY USAGE (SCOPE 2)**



**Electricity (kWhr)**  
 Target % Reduction 0.5  
 Actual % Reduction 17.37



**Gas (kWhr)**  
 Target % Reduction 0.5  
 Actual % Reduction 18.14



**Water**  
 Target % Reduction 0.5  
 Actual % Reduction 3.19

**REDUCE EMISSIONS AND FUEL USAGE (SCOPE 1)**



**Fuel Usage (Itrs)**  
 Target % Reduction 0.5  
 Actual % Reduction 10.04



**Kg of CO2 (kg)**  
 Target % Reduction 0.5  
 Actual % Reduction 9.78



**Kg of Methane (kg)**  
 Target % Reduction 0.5  
 Actual % Reduction 19.41



**Kg of Nitrous Dioxide (kg)**  
 Target % Reduction 0.5  
 Actual % Reduction 7.30



**Total Direct Greenhouse Gases (kg)**  
 Target % Reduction 0.5  
 Actual % Reduction 9.76

**REDUCE CARBON FOOTPRINT**

**Carbon Footprint (Tons of CO2)**  
 Target % Reduction 5.0  
 Actual % Reduction 10.78



**Carbon Footprint Reduced by 10.78% per person in 2014**

**Our Goals for 2015**

Compliance through UK Energy Savings Opportunity Scheme (ESOS) by the end of 2015

Reduce general (trade) waste by 10%



Reduce water consumption by 0.5 %



Invest in new technology to incorporate IT Paperless Systems by the end of 2015



Explore options of carbon offsetting and purchasing carbon credits within a recognised carbon neutral programme by the end of 2015

Introduce video conferencing facilities by the end of 2015



Continue to roll out ISO 14001:2004 standards for other adi Group companies and achieve certification of 2 Businesses each Year

## 4. Our Supply Chain

**adi recognises the need for a collaborative approach to foster greater environmental and ethical standards across our supply chain. We understand the role we each play in sustainable procurement and fair business practices and our aim is to achieve a shared commitment with our clients and suppliers.**

We work with our clients and suppliers on all CSR related matters to share best practice and to continuously improve our CSR strategy.

We do this by ensuring we engage with our clients to understand how their needs are changing to gain an insight into new markets as our business grows and seek to guide and inform them on sustainable procurement throughout their adi customer journey. We take a 360 degree approach within our supply chain and seek our client and suppliers guidance and support in developing our environmental and sustainability practices.

### Sustainable Procurement

#### We commit to

- have approved suppliers that are in line with our ethical and sustainability procurement policies
- encourage our suppliers to play a positive role in the local community.

### Fair Business Practices

#### We commit to

- work across our supply chain, with customers and business partners to promote and share best practice on ethical behaviour, sustainability procurement, health and safety.

### Customer Safety

#### We commit to

- work closely with our clients to promote and implement safe working practices which protect and support the employees of our clients and anyone affected by our business activities.

### Our Progress

#### Quality Standards

Our quality management system actively monitors and reviews the excellence of the services that we provide to our clients, and strives to continually improve our performance within our full service offering.

All of our companies have achieved ISO9001:2008 accreditation and work to the same processes and management system standards.

### Ethical Purchasing Policy (EPP) – Sustainable Procurement

adi Group have developed and implemented an ethical purchasing policy and have trained employees within the purchasing department to ensure they understand and work within the policy guidelines.

We have shared our 'Ethical Procurement Policy' with our Suppliers and engaged with them to ensure they are committed to ethical business practices and sustainable procurement.

We have recently instructed a professional Purchasing Consultancy to review our Purchasing Policies and Procedures to carry out a risk based analysis of our supplier base and create a Preferred Supplier List (PSL). This will result in the formulation of an action plan to implement robust procedures within the Purchasing Department to promote continual improvement.

### Recognised for Excellence

#### Made in the Midlands Award for "Diversification"

Alan Lusty, CEO proudly collected the Made in the Midlands award for Diversification from Richard Noble, OBE, at the annual Made in the Midlands awards at the end of 2013. Made in the Midlands celebrates manufacturing and engineering within the West Midlands. adi are proud of this award win for the diversification our business has taken over the past 18 months.

#### Barclays Manufacturing Service Award for "Best Impact"

adi Group successfully won 'The Barclays Manufacturing Service Award for the Best Impact' in association with Barclays Bank and Aston Business School. adi submitted an application that showed the services we provide and the impact seen as a result. Our application focused on a large scale project the Group completed where we refunded the customer the difference between the contract cost plus margin and the original order value which had been completed on time and in budget. At over £110k, this refund represented nearly 10% of the customer's budget and was derived by working in true partnership with the client.

### Our Goals for 2015

Evaluate Supply Chain Carbon Disclosure Project questionnaire with a view to responding by the end of 2015



Engage with PSL and key clients and suppliers to create a working group or platform in which to share best practice models by the end of 2015

Establish an approved preferred suppliers list (PSL) of businesses that share and that meet our ethical and sustainability procurement policies by the end of 2015

Engage with our suppliers to promote the free flow of data relating to environmental performance in accordance with our needs and GRI G4 reporting disclosure by the end of 2015



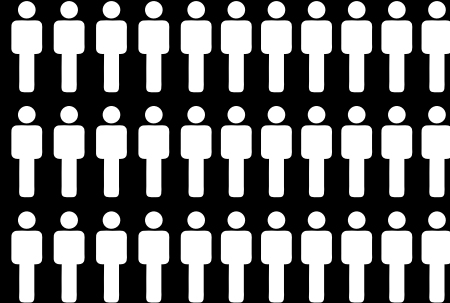
**OVER £8,000  
RAISED FOR  
CHARITABLE  
CAUSES**



**OVER 465 HRS  
VOLUNTEERED  
BY adi  
STAFF**



**450 TEAM MEMBERS**




**14** 

**FULL-TIME  
APPRENTICES**

**MADE IN THE  
MIDLANDS AWARD  
WINNERS FOR  
MANUFACTURING  
ACHIEVEMENT  
- SKILLS**



**CARBON  
FOOTPRINT  
REDUCED BY**



**10.78%**

1990 - 2015



**25** years

**IN BUSINESS**



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