

CORPORATE SOCIAL RESPONSIBILITY POLICY

Our approach to Corporate Social Responsibility (CSR)

Prototype Electronics Ltd recognises that its business operations and processes may have an impact on social, economic and environmental issues outside of the workplace. We are committed to ensuring that all of our business practices are conducted in a mindful manner as ethically and sustainably as possible by following the measures as set out in this policy.

At Prototype Electronics, we define Corporate Social Responsibility as follows;

- Conducting our business practices in a socially responsible and ethical manner.
- Protecting the environment and the wellbeing of people.
- Advocating human rights within our business practices.
- Acknowledging, engaging and supporting the local community and cultures.

PTE's vision is that our CSR policy enables us to conduct our business practices in order to ensure that all of our activities positively affect society as a whole.

Who we are and what we do

Prototype Electronics are one of the UK's leading PCB assembly manufacturers, offering a complete CEM solution from our modern facilities in Dorset, Southwest UK. We have 4 units at Enterprise Business near Piddlehinton on the outskirts of Dorchester. Our main unit 50B is a 10,000 sq. ft facility dedicated solely to manufacturing, our second main unit offers 7,000 sq. ft incorporating a premium Stores facility, alongside our modern executive office space providing ample space for over 40 employees.

Business Ethics and Transparency

- Prototype Electronics will conduct its business practices in an open, honest, and ethical manner to establish a culture of openness, trust and integrity in business practices.
- We are committed to maintaining the highest standards of integrity and business management governance practices in order to uphold excellence in our daily operations, and to promote confidence in our governance systems.
- Our leadership roles aim to lead by example through being accountable for their own actions and behaviours, promoting open communication, advocating trust within the workplace and encourage the work force to raise their concerns when necessary or to seek advice from management.

Anti bribery and corruption

- It is the company's policy to conduct all of business in an honest and ethical manner, including trading fairly, honestly and with integrity. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery and corruption.
- The offering, paying, soliciting or accepting of bribes or kick-backs, including facilitation payments, is strictly prohibited.

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Employee Relationship

- We are committed to implementing a safe and healthy workplace, with employee wellbeing as a primary focus. Personal protective equipment and other equipment necessary to undertake work are provided at the company's expense.
- Employment is freely chosen, regular employment is provided and living wages are paid. Employees and agency colleagues are not required to lodge any monetary deposits or their identity papers with their company. Employees are not required to pay fees to start, continue or end their employment and are free to leave their employment after providing reasonable notice as set out in their individual contract of employment.
- Freedom of association and the right to collective bargaining are respected. All employees have the right to join or form trade unions of their own choosing and to bargain collectively. They also have the right not to join a trade union, should they wish.
- Child labour is not used. Where employees are aged between 16 -18, statutory break requirements and working hours restrictions are followed, as set out in their individual contracts of employment.
- The company is committed to ensuring all personal information handled by us will be processed accordingly to legally compliant standards of data protection and data security.
- We recognise the importance of education in our community and supporting individuals during this process is key to advancement. We actively encourage our employees to take up training courses, often funded by ourselves, and we offer a number of work experience placements in partnership with local schools.
- Every employee working at Prototype Electronics is entitled to a workplace free of harassment, sexual harassment, discrimination, bullying, victimisation, workplace violence or any maltreatment.
- We ensure all our colleagues and associates are treated fairly and equitably from the moment we employ them, right through the development of their careers.
- We advocate an 'open door' policy, regarding health and safety issues, racism, mental health concerns, discrimination, and any disparity in the workplace is simply not tolerated. Employees are expected to demonstrate mutual respect, promote a team environment and avoid the intent and appearance of unethical or compromising practices.

The company is committed to these standards as minimum working practices. We will do all we can to identify labour rights issues, prevent, mitigate and remedy these and track and communicate accordingly.

Prototype Electronics acknowledge that retaining loyal and productive staff, is vital to maintain a good working environment. Therefore, we have a range of additional benefits for employees.

- A 4-day working week allowing for an enhanced work-life balance.
- Generous employee perks inc. free refreshments, Pay-day Lottery.
- A Social Committee which arranges a variety of social events to suit all individuals, all funded by Prototype Electronics.
- Long service benefits which includes additional holidays and pay awards.

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Looking after Customers

We highly value our relationships with customers, and endeavour to always provide them with the best possible customer experience, often going the extra mile to ensure that products are delivered on time. We achieve this by:

- Testing all products for both quality and safety before they are shipped to customers and, at the customer's request, offering advice to them to enhance the quality of the products when defects occur.
- Committing to clear and regular communication with customers through both electronic means and face to face meetings.
- Holding monthly internal KPI meetings to identify and address areas of concern within production, endeavouring to address potential issues before they become a problem.
- Inviting regular feedback from customers to ensure we are meeting their expectations and to express their customer service experience with Prototype.
- Inviting customers to corporate social events to integrate with the company and mix with employees.

Suppliers' Standards and Business Partnerships

Environment, Social and Governance (ESG) is important to Prototype Electronics and forms the basis for any collaboration with suppliers. This allows us, together, to help build and sustain a better world. We achieve this by:

- Endeavouring to use local suppliers where possible to meet the business' operational needs, in order to support businesses within our area and decrease our carbon footprint.
- Maintaining a supplier register, where we advocate supplier engagement with ISO standards for the wellbeing of their employees and the environment.
- Being committed to paying supplier invoices promptly and on time.
- Establishing clear and efficient lines of communication with suppliers with regular face to face meetings where appropriate.
- Conferring with suppliers to verify ESG and to ensure their policies are aligned with ours.
- In respect of our entire CSR initiative, we expect no lesser standards from our suppliers and business partners.

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Minimising our impact on the Environment

Prototype Electronics is committed to protecting the environment and strives to achieve this through a program of change designed to reduce our carbon footprint, as follows:

- Changing company vehicles from diesel to electric.
- Using technology to lessen the need for travel.
- Efficient printing, including only printing when absolutely necessary, using recycled materials where possible and turning off printers when not in use.
- Upholding a companywide awareness program to encourage all staff to recycle more.
- Reducing the amount of waste that we send to landfill by either increased recycling or sending waste to a waste management facility that combusts wastes to produce electricity.
- Taking and recording electricity and water usage monthly to identify any excessive electricity use or potential water leaks.

As part of the company induction program all new employees are made aware of our waste management protocols.

Community Engagement

Prototype Electronics considers community engagement as one of the key pillars of our corporate social responsibility and is keen to support and become involved in community initiatives and charitable work..

At Prototype Electronics we are passionate about rural community projects and are delighted to have been involved in the raising of funds for our local gym, to allow them to hit their target of £100k, in order to carry out essential roof repairs. Not only has this made the building safe but allowed the continued use of the gym for both Prototype Electronics staff and the wider community.

Prototype Electronics have also supported fundraising events in the local community through monetary donations to local charities and through the provision of staff, at no cost, to clean up buildings and grounds for not-for-profit charities.

Measurement

Prototype Electronics continually measure our adherence to our CSR policy. We achieve this by setting achievable goals and regularly reviewing them at senior management and KPI meetings. We continually review our goals to ensure they are in line with both our customers and suppliers.

Ongoing commitment

We are fully committed to the principle of CSR and aim to ensure that no relevant policy decisions are made within the business, without first evaluating the potential CSR impact.