TDC (Aberdeen) Limited
Bankhead Industrial Estate
Bankhead Avenue, Bucksburn
Aberdeen AB21 9ET

Electrical, Mechanical and Electronic Engineering

Corporate Social Responsibility & Ethical Trading Policy

TDC (Aberdeen) Ltd strives to be a good corporate citizen committed to maintaining the highest standards of integrity and corporate governance.

Our company believes that a commitment to the principles of corporate social responsibility (CSR) not only makes good business sense but also complements our core business strategy and corporate values. Our policy is based on the following principles:

- To integrate our CSR considerations into all our business decisions.
- To comply with all applicable legislation, regulations, and codes of practice. Including all applicable tax legislation.
- To continually strive to improve our CSR performance.

Through our managers and employees, we are committed to promoting equal opportunities, Human Rights & Equality. We take a zero-tolerance approach to modern slavery and human trafficking within TDC and its supply chains. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships, wherever we operate. To help define our policy we have divided it into five key areas;

Employees

- To provide employment equality to all, as per our Equal Opportunities Policy.
- To respect the rights and dignity of every employee and treat them without discrimination.
- To provide a safe and healthy working environment.
- To forbid, eliminate and not be complicit in the use of forced child labour.

Customers

- We seek to be honest and fair in our relationships with our customers.
- To provide the standard of product and service that has been agreed, and endeavour to exceed the expectations of our customers.
- To take all reasonable steps to ensure the safety and quality of products and services produced.
- To conduct business with respect to the Law in that Country of work.

Suppliers

Ethical Purchasing;

- We purchase a wide range of goods and services required in the operation of our business and we also rely heavily on a large number of critical suppliers for the delivery of our core services. Good working relationships with our suppliers are, therefore, central to the success of our business. For this reason, we clearly state our purchasing policy as part of ensuring that our business standards and Policies are integrated throughout the supply chain.
- We are committed to obtaining and retaining competitive goods and services while at the same time ensuring they are from sources which have not jeopardised human rights, safety, or the environment.
- We endeavour to use locally based companies where possible, ensuring that items purchased are Fair Trade when relevant and available.
- We aim to develop strong relationships with our suppliers, based on mutual trust, understanding and respect.
- More specifically we expect our suppliers to:
  - Adhere to business principles consistent with our own.
  - Ensure that their products and services are produced and delivered to comply with all legislation relevant to their business.
  - Seek to maintain continuous improvement in their supply chain relationship with us.
  - Ensure they adopt and implement acceptable safety, environmental, product quality, product stewardship, labour, human rights, social and legal standards and in line with our own code and to ensure these issues are acceptably managed within the supply chain for any products supplied to us.
- We will seek to work with our key suppliers to:
  - Develop long-term meaningful relations to the benefit of both parties.
  - Improve the quality, environmental performance and sustainability of goods and services where this can be achieved to the benefit of both parties.

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Environment
Our company considers the environmental impact of its services and activities at every stage, as per our Health, Safety & Environmental Policy.

Communities
TDC considers its role in local communities to be an integral part of the business and we are proud of the communities we both live and work in. We actively seek to:

- Employ local people and utilise local subcontractors and suppliers
- Become involved with local business and professional forums
- Build relationships with local educational establishments.

The Corporate Social Responsibility & Ethical Trading Policy will be reviewed annually.

Karen McNeil
Director
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