

Corporate Responsibility & Sustainability

Proeon Systems recognises its corporate responsibilities and sustainability to its clients, suppliers, employees and other stakeholders and is committed to conducting business in a manner which achieves sustainable growth whilst fulfilling legal and moral obligations.

Overall responsibility for developing corporate policies on social, ethical and environmental matters and for reviewing their effectiveness lies with the Proeon Systems board of directors. It is the responsibility of individual managers to communicate and apply that policy within their particular business area to ensure compliance with the policy and to maintain, review and refine procedures accordingly.

Proeon Systems policies and procedures are communicated to all staff via the Employee handbook, Business Management System handbook, and regular training activities. This policy is supported by further Proeon policies; Environmental, Health and Safety, Conflict Minerals, Anti-corruption & bribery, Information security and Quality policies.

The key areas of company corporate responsibilities at Proeon Systems are:

Environment

Proeon are committed to not only adopting procedures and processes that support this policy but engaging the workforce in their continual improvement. By aiming to 'get it right first time, every time' Proeon can ensure environmental impacts are lessened which is monitored through monthly KPI's (Rework).

Health and safety

Proeon recognises its Health and Safety duties and responsibilities and complies with the relevant health and safety legislation. The Managing Director has overall responsibility for health and safety.

Human rights, employment and ethics

We adhere to all legislation relating to employment rights and equal opportunities with particular reference to non-discrimination on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation

We do not tolerate physical, verbal and psychological abuse or other forms of harassment towards employees.

We pay wages and benefits which meet or exceed national minimum requirements and adhere to working time regulations where applicable. We do not use forced labour nor employ workers under the school-leaving age.

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We provide a safe and secure workplace and promote good health and safety and environmental practices.

All employees, sub-contractors and sub-suppliers are expected to behave with integrity and honesty and adhere to this Proeon code of ethics.

Employees can report any concerns they may have over unethical business practices or conduct, dangers to health and safety or breach of company policies. Any such disclosures are appropriately investigated. In addition, Proeon is committed to protecting the career and reputation of employees who report wrongdoing in accordance with established procedures, as long as their disclosures are delivered in good faith and seek to safeguard the best interests of the company.

We recognise the requirements of the Bribery Act 2010 and we do not give or receive any bribes, extra contractual gratuities, inducements, facilitation fees or similar payments

We do not give to customers or business contacts, or allow our employees to receive any gifts, whether in cash or kind, in excess of a nominal £50 in value, unless in the course of normally accepted business entertainment or the subject of prior approval by management.

We do not donate (including sponsorship, subscriptions or provision of employee time or facilities) to any political party or similar organisation. We do however support local charities and participate in a range of community activities.

We ensure we purchase legal licences to all software in use.

We try to ensure that there are no conflicts of interest between employee's private financial activities and their part in the conduct of our businesses.

We recognise the value that its employees create for the business. Our commitment is to provide training and personal development, together with remuneration policies that are designed to reward achievement and emphasise the importance of retaining staff.

We provide information to employees on a regular basis. This information includes matters relating to company performance, its prospects and the future outlook for business.

Procurement

Proeon strive to take reasonable steps to ensure our supply chain operates ethically regardless of their location or product offering. Performance and evaluation is documented and reviewed at regular intervals.

Sustainability

Proeon is committed to promoting sustainability in all areas of our business by:

- measuring our energy use and greenhouse gas emissions;
- minimising business-related travel by enabling home working, use of online systems for meetings and training, and promoting public transport and vehicle sharing;
- promoting the Proeon bike-purchase, electric vehicle for all employees in line with company-wide targets for carbon reductions;
- communicating the requirements and needs of our environmental management system and CR&S policy to all.

Richard Miller
Managing Director – Proeon Systems Ltd.