

# ADAS Corporate Responsibility Policy



## Corporate Responsibility at RSK ADAS

ADAS has a deep understanding of the science behind the relationship between humankind and the environment. We have over 60 years of experience in helping businesses to develop in a sustainable manner, whilst taking account of their economic, social and environmental impacts.

Our definition of Corporate Responsibility is simple; we believe that every business, and every individual within those businesses, has a responsibility to make the future a better place.

The global community faces enormous challenges such as climate change, food shortages and high energy costs, and we believe that our generation, beyond any other in the history of humankind, has to meet these challenges for the benefit of future generations.

While our primary goal is to develop the ADAS business continually so that it is more profitable and thereby sustainable in an economic sense we will do this in a manner that places the principles of sustainability at the heart of what we do.

## Corporate Responsibility Strategy

The ADAS Corporate Responsibility Strategy (CRS) is based on the ten principles of sustainability (One Planet Living) and progress is tracked through the measurement of the following key sustainability performance indicators:

1. Carbon emissions reduction.
2. Waste minimisation.
3. Sustainable business transport.
4. Local and sustainable materials.
5. Local and sustainable food.
6. Sustainable water usage.
7. Protection of natural habitats and wildlife.
8. Protection of culture and heritage.
9. Equity, honesty and fair trade.
10. Health and happiness.

## The ADAS Corporate Responsibility Strategy encompasses:

- Our relationships with clients and suppliers.
- The natural environment.
- Our role in the community.
- Our people and their workplace.

## Relationship with clients and suppliers

ADAS is a client-focused business delivering high quality professional services and adding value to clients' businesses by providing them with sustainable solutions.

- If client requirements appear contrary to environmental, health and safety and social interests, we actively seek an alternative approach.
- We will not participate in projects that may be environmentally or socially damaging or unsafe.
- We will not be involved in any business initiative or projects where there are suspicions of bribery, corruption, breaches of human rights, unlawful or anti-competitive practices, use of child or forced labour, discrimination of any kind, unsafe working conditions.

- All work delivered to clients is subject to formal contract agreement.
- Client and supplier feedback is actively encouraged and used to further improve the delivery of our services.
- We procure goods and services from main suppliers who share our corporate responsibility principles and can demonstrate a sustainable and ethical approach to their own activities.
- We work with our main suppliers to constantly improve our performance and reduce our carbon footprint. Where we identify unacceptable performance in the supply chain we will instigate urgent remedial action.

#### **ADAS Key Sustainability Performance Indicators – Clients and suppliers:**

- Client retention.
- Client satisfaction reviews.
- Minimising client complaints.
- Percentage of main suppliers with Corporate Social Responsibility policies in place.

#### **The Natural Environment**

- ADAS is committed to ensuring that the needs of the natural environment are fully taken into consideration across all of its activities, to help achieve “living within environmental limits”.
- We operate effective controls throughout the business to ensure environmental objectives and targets are met. We work closely with our clients to ensure that together we maximise environmental benefits and minimise adverse impacts. We know which are the most significant areas of impact and have key performance indicators in place to monitor our progress in reducing them.

ADAS is actively working to:

- Maintain, and where possible, exceed compliance with current environmental legislation.
- Anticipate the demands of future policy and regulation.
- Demonstrate the positive impacts we can bring to bear through our professional advice and services to our client base.
- Assist clients in developing their own environmental policies and practices aimed at reducing their environmental impacts and carbon footprint.
- Inform environmental policies and programmes through our projects with government.
- Achieve efficient, sustainable use of resources such as energy and water.
- Quantify and publicly report greenhouse gas emissions.

#### **RSK ADAS Key Sustainability Performance Indicators - Environment:**

- Carbon emissions related to use of fossil fuels and company owned vehicles (tonnes of CO<sub>2</sub>e/year).
- Carbon emissions related to the consumption of purchased electricity (tonnes of CO<sub>2</sub>e/year).
- Carbon emissions related to business travel, office commuting, leased vehicles and the supply chain (tonnes of CO<sub>2</sub>e/year).
- Manage business related wastes to maximise quantities sent for recycling and recovery and minimise quantities sent to landfill (tonnes/year)
- Office water usage per head/year.
- No reportable environmental incidents.
- No environmentally related prosecutions.

#### **Role in the Community**

ADAS is committed to an active role in the local communities within which it operates, contributing towards local sustainability.

We aim to be a valued, respected and responsible member of communities, striving at all times to act in a lawful, transparent and socially responsible manner. Our staff are actively encouraged to support good causes and charities through the ADAS “Helping Hands” and “Charity Support” schemes. The Helping Hands scheme provides an opportunity for any member of staff to take paid time away from work to support an eligible good cause. Through the Charity Support scheme the company makes financial contributions to fundraising activities organised by staff to support charities.

Whenever possible we are working to support our local communities by:

- Using local suppliers and local, seasonal produce with a low carbon footprint.
- Encouraging staff involvement in local charitable organisations, voluntary sector groups and community projects.
- Developing alliances with local businesses and communities that will be of mutual benefit.
- Consulting with neighbours on new capital projects.
- Providing training opportunities/work experience for local school/university leavers.
- Supporting initiatives that bring together key industries to debate, influence and promote sustainable activities.

#### **ADAS Key Sustainability Performance Indicators - Community:**

- Total number of 'Helping Hands' days delivered.
- Total financial contributions to charities.
- Number of work experience placements.

#### **ADAS Staff and Their Workplace**

We recognise that staff are our most valuable asset and that their integrity, commitment and loyalty is vital to how we conduct our business, and to the long-term success of the company.

- ADAS is 'an employer of choice', attracting and retaining a talented, highly competent and motivated workforce.
- ADAS staff are actively encouraged to develop skills, knowledge and competencies to help them realise their full potential, resulting in job satisfaction and loyalty to the business.
- ADAS values, rewards, recognises and promotes people with fairness and equality.
- ADAS provides a healthy, safe and secure working environment for all employees, visitors and others who may be affected by our working activities.
- ADAS is committed to addressing possible areas of concern to employees and to continually improving performance as an employer.
- ADAS employees conduct business in an honest, fair and professional manner.
- Provision of a confidential employee assistance programme to provide independent advice on personal, health and financial matters.

#### **ADAS Key Sustainability Performance Indicators – Staff and Workplace:**

- All staff have personal development plans and annual appraisal.
- All new entrants undergo an induction programme.
- Staff satisfaction survey results.
- Support for further education courses.
- Percentage staff turnover.



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