



STATEMENT OF CORPORATE SOCIAL RESPONSIBILITY

Comtek takes its corporate social responsibility very seriously. We see our responsibility extending to our employees, customers, the environment, the local community and all who conduct business with us

We recognise that our social, environmental and ethical conduct has an impact upon our reputation.

We are committed to implementing our policies and systems throughout the company. These include good ethical behaviour, concern for employee health and safety, care for the environment and community involvement.

We aim to maintain a productive and open dialogue with all interested parties in our business including customers, suppliers and employees.

We expect all of our business activities to be conducted in accordance with high standards of ethical conduct and full compliance with all applicable national and international laws. We in turn apply these standards to all dealings with customers, suppliers, employees and business associates.

Protecting the environment

We aim to promote a sustainable and environmentally friendly corporate IT procurement culture by encouraging our clients to consider repairs/ refurbished equipment as an effective alternative business solution to new replacement.

The disposal of discarded electronic equipment, and the toxic nature of these products, has become a major global problem. Comtek has a range of IT services which are designed to lessen the environmental impact of this issue. Our services are designed to encourage companies to manage their IT infrastructures in a financially beneficial, sustainable, and environmentally responsible manner. Some of the methods by which Comtek mitigates the problems of the ever increasing amounts of unwanted electronic products, include:

- The repair and re-use of faulty IT equipment.
- Encouraging the purchase of pre-owned refurbished IT hardware.
- Maintaining and supporting existing IT infrastructures. Many perfectly good IT networks are torn out and replaced by brand new installations because manufacturers refuse to support older equipment. Comtek is able to provide the necessary levels of support to maintain these networks. Avoiding the disposal of large quantities of unwanted electronic products is beneficial to both the environment and to our customers' IT budgets.

The Company operates an environment policy within the workplace. To this end Comtek pledges to:

- Meet and work within the requirements of all relevant legislation.
- Minimise waste in all our operations.
- Promote material recycling in preference to destruction or landfill options.
- Use recycled materials wherever possible.

Comtek's environmental achievements have been recognised by Flintshire Council with an environment award.

Our Commitment to Quality

Comtek has operated a Quality System since 1989 and is committed to providing a reliable and efficient service to our customers. We have developed a quality culture within the organisation and this is reflected in every repair carried out in our workshop. Comtek sites in Germany, Holland and UK are accredited with ISO 9001:2008 – Certificate LRQ0937826 for Repair of electronic equipment and RMA management

Our goal is to provide a consistent quality service to manufacturers, distributors and value added services organisations.

Equal opportunities

We view our employees as our most valuable resource and seek to conduct business in an atmosphere of mutual respect and professionalism. The aim of our equal opportunities policy is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising the performance and the return to the Employer and the employees.

Comtek recognises and abides by its legal obligations with regard to equal opportunity. Moreover, Comtek strives to encourage diversity in the workplace and its recruitment policies are constantly monitored to ensure that we maintain our high standards. We are committed to increasing the service quality, effectiveness and efficiency of our business by attracting and recruiting the people who are best suited to meet the standards for the job

Comtek operates a dignity at work policy which ensures that employees and anyone visiting the premises are treated with dignity and respect. The highest standards of conduct are required of everyone regardless of seniority. We recognise that an effective Equality and Diversity Policy will help all staff develop to their full potential, which is clearly in the best interests of both our staff and our Company. We aim to ensure that not only do we observe the relevant legislation, but also do whatever is necessary to provide genuine equality of opportunity. We expect all our employees to be treated and to treat others fairly. Our aim is to provide a working environment free from harassment, intimidation or discrimination in any form which may affect the dignity of the individual.

It is part of our policy to ensure that employees have the necessary skills to cope with changing job requirements. To this end we ensure that training is available for all of our employees.

The way in which we value our employees has led to Comtek receiving the prestigious Investors in People award.

Health and safety at work

Comtek Network Systems (UK) Limited recognises and accepts its responsibility for providing a safe and healthy working environment for its employees, visitors and users of its services. Furthermore, it regards the promotion of Health and Safety matters as a mutual objective of every manager and employee.

It is therefore the Company's Policy to do all that is reasonably practicable to prevent personal injury and damage to property and to protect all its employees, visitors and users of its service from foreseeable work hazards.

Community

Comtek recognises the role local communities play in our business. We aspire to be a responsible partner in the communities in which we operate and to be a good corporate citizen. We have a strong rapport with local schools and colleges. We offer work experience to school students and support higher education initiatives to partner with local businesses to improve the relevance of vocational training.

We work with local councils through sponsorship of business events in which we play an active part in supporting and mentoring those from small organizations.

We work in close proximity with the local police force to help create a better environment both for local businesses and the community as a whole.

We support the particular needs of the communities by contributing to local charities and community initiatives.