

Corporate Social Responsibility (CSR) covers all aspects of corporate governance. It is about how companies conduct their business in an ethical way, taking account of their impact economically, socially, environmentally and in terms of human rights. (CIPD)

Our Corporate Social Responsibility Policies

BMT Defence Services Ltd is a design and engineering consultancy operating mainly in the defence sector. Our customers are primarily government departments and agencies, and the larger industrial contractors who also serve them. We work on some of the most complex naval and military platforms and weapon systems already in service with, or under development for the armed forces of the UK, and of friendly or allied nations.

We focus on providing engineering solutions to governments that enable them to deliver defence capabilities that are cost-effective for their taxpayers; safe and effective for their sailors, soldiers and air force personnel and that offer the minimum of harm to the populations and environments with which they come in contact. Our work involves us in the design, modification and repair of platforms and systems.

Our parent company's independence of manufacturing interests ensures we can exercise the impartiality we prize. Sharing the corporate ethos of our parent and respecting the ethical policies of our country, we choose to work only on those defence capabilities we genuinely believe are a force for good in the world. Whether that is in support of homeland defence; the deterrence of aggression; the legitimate application of force to counter injustice or the delivery of humanitarian aid.

POLICIES

Customers

We aim to provide customers with an increasing level of satisfaction and trust in the business. Our objective is to serve our customers with a relationship built on trust, integrity and friendliness. We aim to be highly responsive to customer needs and to shape our services accordingly. We expect to deliver products and services that are judged by our customers to have exceeded their expectations for quality and value for money.

Suppliers

We will carry out our business honestly, ethically and with respect for the rights and interests of our suppliers. We will settle our bills promptly and we will co-operate with suppliers to improve quality and efficiency. We seek to develop relationships with supplier companies consistent with these basic principles, and specifically with respect to human rights and conditions of employment.

Employees

The company is constituted as an Employee Benefit Trust, in which all employees participate, and has no external shareholders. The EBT Trustees' remit is to act in the best interests of all the staff in the short, medium and long-term and they are not themselves beneficiaries. The assets of the company are held in beneficial ownership for its staff.

The company aims to improve the sustainability and profitability of the business whilst satisfying key stakeholders. The company communicates policies, objectives and performance openly and honestly to our people, partners and other stakeholders in an accurate and timely manner.

We aim to maximise the potential of our staff to achieve high levels of satisfaction, motivation and remuneration. We recognise that our company can only be as good as its people. We aim to motivate and empower our people through a culture of shared values, trust, and participation in business decisions. We are committed to providing our staff with the necessary opportunities for continuous professional development and life-long learning.

BMT Defence Services:

- provides competitive salaries, attractive benefits packages and performance related pay;
- allows flexible start and finish times;
- conducts staff surveys on a regular basis and publishes the results to all staff, acting on findings through internal action groups;
- pays membership fees for up to two relevant professional institutions;
- supports staff in local events and sports leagues (e.g. netball, football);
- promotes fitness and well being by providing staff with subsidies for sporting activities and sports memberships;
- participates in a national Childcare Vouchers scheme;
- participates in the national Cycle2Work initiative;

- provides a generous sick pay scheme, monitors staff sickness levels and sets targets against national averages;
- provides life assurance, permanent health insurance and private health care for its staff;
- provides stress awareness training to all that require it;
- measures staff turnover and sets targets against national averages.

We maintain and develop a knowledgeable and flexible workforce that holds the full range of technical and business skills required to meet our customers' expectations and support our policy and strategy. We achieve this by investing in the future of our staff through planned and structured development activity and encouraging the sharing of knowledge throughout our company.

Training and Development

BMT Defence Services continues to comply with the requirements of the Investors in People Standard. The company has been recognised by IiP since 1995.

The company seeks to develop all staff in a way that helps them realise their potential and there are clear policies for equality of opportunity that extend to learning and development.

We acknowledge the role of professional organizations in developing our staff and support their activities through participation in conference, events and contribution of staff time.

Health and Safety

BMT Defence Services recognises that to ensure a safe workplace the company must have an effective Health and Safety policy, organisation and management. This policy reflects the commitment of the Board of Directors and Senior Management to ensure all requirements of the Health and Safety at Work Act, 1974 are met. In particular:

- it is the policy of BMT Defence Services to ensure, so far as reasonably practicable, the health, safety and welfare of all company employees and other persons who may be affected by our actions;
- the company regards compliance with all Health and Safety legislation as the bare minimum;
- the company expects managers to achieve their business targets without compromising or disregarding Health and Safety in any way, to ensure all processes and systems of work are designed to take account of Health and Safety and to be properly supervised at all times;
- the company will provide a safe place of work with safe access/egress and a safe working environment with adequate welfare facilities;
- the company will provide and maintain safe plant and equipment, ensuring the safe handling and use of substances;
- the company will provide appropriate information, training, guidance and supervision for all its employees on Health and Safety matters as required;

- the company will ensure that risk assessments are completed as required by statutory legislation and all necessary controls are implemented;
- competent persons will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation;
- the company actively encourages dialogue, consultation and suggestions from employees on any matter relating to Health and Safety;
- the company encourages a pro-active response should accidents or near misses/dangerous occurrences arise, including reporting, investigation and dissemination of lessons learnt;
- this policy will be reviewed annually in the event of legislative or organisational changes to ensure up to date accuracy and overall effectiveness.

Ethics

The company will maintain high standards of integrity and shall be honest and fair in its dealings. The company will not permit or tolerate engagement in bribery or other forms of corruption.

Diversity

The company will not discriminate on the basis of gender, religion, race, nationality, or ethnic background, social group, disability, sexual orientation, marital status or age.

Environment

It is the policy of BMT Defence Services to conduct its business in a manner that is compatible with the balanced environmental and economic needs of the community of which it is a part. In addition, it is the company's policy to comply with all applicable environmental laws and regulation and to apply responsible standards where law or regulations do not exist.

BMT Defence Services is committed to continuous efforts to improve environmental performance throughout its activities. It will encourage concern and respect for the environment, emphasise each employee's responsibility in environmental protection and ensure appropriate operating practices and training.

In particular we:

- turn off all office lights and unnecessary electrical appliances overnight;
- recycle unclassified waste paper - recycle waste cardboard;
- recycle all used printer/photocopier toner cartridges;
- return to the supplier or gift to staff redundant computer equipment;
- avoid use of cleaning products in the Maritime House car park to prevent run-off into the adjacent River Avon;
- encourage our staff to use modes of transport other than the motor car for travel to work;
- provide bicycle parking and shower facilities;
- participate in the national Cycle2Work initiative.

Community Involvement

We have a declared "Societal Involvement" a critical success factor for the business.

We express our support for our local community by encouraging staff to participate in charitable and local activities.

The company sets aside a budget to support charities and the local community within which we work. Distributions from this budget are agreed by a committee with some of the funds being donated to charities nominated by employees. We donate the remainder on appeals we receive during the year and as matched funding to boost the contributions made by individual employees engaged in sponsored charitable fund-raising events.

We meet regularly with the Member of Parliament for constituencies in which our offices are sited and local civic organisations.

Promoting Engineering as a Career

We are aware of the importance of building strong relationships with local schools as a way of encouraging young people to consider Engineering as a degree choice or as an alternative to university, such as a Modern Apprenticeship. We are therefore happy to take an active part in assisting schools with careers activities such as work experience placements; mock interviews and classroom based learning activities, involving mathematics, calculations and structural design. We also offer and present annual prizes to the student showing the most technical aptitude and we participate in Imagineering at the Royal Bath and West Show.