



CORPORATE AND SOCIAL RESPONSIBILITY

AEC has taken an active stance on Corporate & Social Responsibility since company inception - positively contributing to communities and the outcomes of our key stakeholders since 1999.

In 2012, the AEC Board of Directors took this commitment one step further by officially endorsing the AEC Corporate & Social Responsibility (CSR) Policy.

CSR Policy Objectives:

Our CSR Policy is designed to assist and guide sustainable business development to the benefit of all stakeholders.

This policy recognises that AEC operations, activities and responses form part of a larger system, where company actions and values have the ability to influence the broader business environment and society as a whole.

CSR Policy Statement

AEC's vision is to be

“... recognised through the success of our clients.”

This vision cannot be achieved without a strong commitment to quality, continuous improvement and sustainable business development. In achieving this vision AEC recognises the core values, integrity and the provision of high quality outcomes is the cornerstone to our reputation, success and competitive edge in the marketplace.

AEC is committed to acting ethically and responsibly across all areas of its operations and will be guided by the core CSR principles in all decision making processes.

AEC chooses to be socially and ethically responsible to the benefit of its key stakeholders. CSR is not a stationary goal and the company has an obligation to continually question, improve, monitor and develop its policies and processes with the view of setting the highest standards in corporate responsibility – AEC will lead by example and through its proactive and thoughtful corporate social responses.

AEC's past, present and future successes are underpinned by our ability to respond to the CSR challenge.

The adoption of the CSR Policy will enhance the company's core values and failure to achieve compliance with the policy objectives may lead to loss of reputation and de-value our brand.

Elements of the CSR Policy

The AEC CSR Policy takes a holistic approach that comprises the following elements with each described in detail below.

- Governance
- Workplace
- Marketplace
- Community
- Environment

AEC clearly states its vision, mission and key objectives, regularly monitors its risks and assesses performance on a regular basis. To this end, AEC aims to deliver on an effective governance structure that creates value through entrepreneurialism, innovation, development and exploration, accountability and control of its internal systems that are commensurate with the risk environment.

Governance

AEC's response to ethical business conduct, integrity and corporate accountability.

AEC has a number of policies and processes/procedures in place to ensure that all actions are controlled and held to account.

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Our CSR Policy provides guidance for:
Management Foundation & Structure
Ethical & Responsible Decision Making
Integrity of Financial Reporting
Respect & Communication with Shareholders
Identifying & Managing Risk
Fair & Responsible Remuneration

Workplace

AEC's response to providing a workplace that fosters growth and development of its employees, upholds the highest ethical standards, codes of conduct and respect for our people.

AEC is committed to providing a safe and thoughtful working environment that is considerate of AEC values and the values of our staff. AEC recognises the involvement and commitment of our team is key to the future success of the company and, therefore, we are committed to providing a workplace that fosters learning, continuous improvement, integrity and respect.

In acknowledgement of the right for employees to work in a safe and non-threatening work environment, AEC has in place a number of human resources policies as well as workplace health and safety standards and codes of conduct.

Marketplace

AEC's response to ensuring sustainability in the market place through delivery of superior quality and competitive products and services to our key stakeholders.

AEC provides a high level of corporate social responsibility to its clients and stakeholders in the marketplace through the delivery of superior project outcomes and high quality products.

All products and services produced by AEC undergo rigorous quality control to ensure that high standards are maintained and supported by a sustainable business processes model.

The key elements of AEC's commitment to quality assurance are governed by:

- Commitment by management and employees to upholding the AEC Quality Statement.
- Compliance with the ISO 9001:2008 Quality Management Standard (QMS) through delivery of the AEC Business Process Model & Quality Management System.

Compliance with the ISO 20252:2006 Market Research Standard (MRS) through delivery of the AEC Market Opinion & Social Research Management System.

AEC strives for continuous improvement of our systems, processes, policies and procedures. AEC seeks to improve its product and service offering on an ongoing basis and continually adapts to meet the changing needs of our clients and the broader market.

Innovation is at the core of our philosophy and is imbedded within our Business Process Model and Quality Management System to ensure that we are the forefront of our field, providing the highest quality, up-to-date and relevant consultancy services at a competitive price.

Community

AEC's contribution to broader community and social issues that are outside the scope of business activities and responsibilities.

AEC has an acute awareness of its role and responsibility to the broader community. AEC undertakes to support community initiatives by participating in fundraising activities and making donations.

AEC is committed to making a wider difference to the community - with particular focus on issues/areas of need that matter to AEC employees.

The AEC Foundation is a key initiative of the CSR Policy and is responsible for delivering AEC's community activities.

Environment

AEC's response to environmental sustainability and minimisation of our operational impacts on the natural environment.

AEC acknowledges the importance of protecting environmental values as part of a global community. Through its planning and practice, we are committed to ensuring the protection of the environment by keeping environmental impacts of our business to a minimum in a sustainable, financially rewarding and technically feasible manner.

The AEC Environmental Policy is a key component of the CSR Policy.

AEC's environmental policy ensures AEC:

- Minimises environmental impacts of our existing operations and ensures that the environmental impacts of new operations are fully assessed and minimised prior to their introduction.

- Seeks to improve energy efficiency of buildings and manage energy wisely in all operations.
- Engages in recycling activities where possible.
- Disposes of items in an environmentally responsible manner – particularly toner cartridges, replacement parts and surplus equipment.
- Purchases recycled products at every opportunity.
- Reduces the amount of paper used in the office.
- Promotes and encourages environmental awareness and training to ensure individuals are aware of their environmental responsibilities.
- Promotes ownership and control of environmental issues at a business level.
- Minimises impacts on the environment by contracting environmentally responsible suppliers that adhere to the company purchasing policy.
- Supports, through our community program, the promotion of environmental protection by relevant stakeholder groups and organisations.
- Monitors progress and publishes an environmental performance report on an annual basis.

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