

TDK Mechanical Services – Social Value Compliance Checklist

TDK Mechanical Services is committed to delivering social value through our operations, workforce, and community engagement. This checklist ensures our compliance with social value commitments and can be updated regularly to track progress.

1. Employment & Skills Development

- Provide apprenticeships, traineeships, and work experience opportunities
- Support local employment by prioritizing local hires where possible
- Offer training and development programs for employees
- Maintain a diverse and inclusive workforce
- Track and report on workforce demographics and career progression

2. Community Engagement & Support

- Partner with local schools, colleges, and community organizations to support skill-building initiatives
- Engage in charity work, sponsorships, and community volunteering programs
- Provide discounted or pro bono services for community projects where feasible
- Conduct annual employee volunteering days
- Gather feedback from community stakeholders to measure impact

3. Environmental Responsibility

- Reduce waste and improve recycling practices on-site
- Use sustainable and energy-efficient equipment wherever possible
- Monitor and minimize carbon emissions from company vehicles and operations
- Source materials from sustainable and ethical suppliers
- Regularly review environmental impact and set improvement targets

4. Ethical Procurement & Supply Chain

- ✓ Ensure fair wages and ethical working conditions in the supply chain
- ✓ Prioritize local suppliers and SMEs for procurement where feasible
- ✓ Conduct due diligence on suppliers to confirm compliance with ethical standards
- ✓ Regularly assess supply chain partners for sustainability and social value impact
- ✓ Maintain transparency in procurement policies and supplier relationships

5. Health & Well-being

- ✓ Ensure high standards of health and safety for employees and clients
- ✓ Promote mental health awareness and provide employee well-being support
- ✓ Offer flexible working arrangements where possible
- ✓ Encourage physical health initiatives, such as cycle-to-work schemes or fitness programs
- ✓ Provide regular health and safety training for all employees

6. Reporting & Compliance

- ✓ Conduct regular internal audits of social value commitments
- ✓ Align initiatives with our Social Value Policy and industry best practices
- ✓ Gather and analyse data to track progress against key social value metrics
- ✓ Publish an annual Social Value Impact Report
- ✓ Review and update this checklist quarterly

This checklist will be reviewed and updated periodically to ensure continuous improvement in our social value efforts. For further details, please refer to our full **Social Value Policy** or contact us directly – Jade@tdk-mes-london.co.uk

Policy Last Update: 13/02/2025