

# Quintessa Corporate Social Responsibility Policy

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## Document History

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## 1 Introduction

Quintessa is committed to the practice of responsible corporate behaviour and to complying with all laws, regulations and other requirements which govern the conduct of its operations. It has a **Whistleblowing Policy** which encourages the reporting of any criminal offences or failures to comply with any legal obligations.

The Company was founded in 1999 to provide an enjoyable and fulfilling working environment in which talented scientists and mathematicians can provide the highest quality consultancy, contract research and software development services to clients around the world.

We celebrate the fact that our principal assets are talented individuals with leading edge expertise in their chosen fields and a passion for problem solving. We are an employee-owned company, where everyone is empowered to contribute to operational and strategic decisions.

Quintessa's services cover decision support, geosciences, mathematics, systems assessment and software development together with the provision of customised training in all these areas. To date Quintessa's work has been focussed on the energy and environment sectors, primarily relating to nuclear power and carbon capture and storage. However, our vision is not limited to these topics, but is also to win work in technical areas outside the Company's existing business areas especially those aimed at ensuring the sustainability of planet earth.

We are proud to work for some of the world's leading science-based organisations and strive to build trusted partnerships with them in order to understand and address their needs. To achieve this, we embrace collaborative working with other organisations and individuals in order to provide the best possible solutions for our clients.

## 2 Employees

From its inception, Quintessa has been an employee-owned company. For the first 15 years, employees held shares directly in the Company, but in July 2014 all shares in Quintessa were transferred to an Employee Owned Trust (EOT) that holds these shares for the benefit of all employees. The purpose of the EOT is to provide a sustainable future for Quintessa as an independent company with an employee-owned ethos.

Employee ownership is about much more than who owns the shares. It is essentially about employees having more control over their working lives. A paramount principle underlying how we interact is respect for each other and for all stakeholders in Quintessa. This is reflected in our vision that all employees should be empowered to contribute to all aspects of the business including the development and implementation of strategy and business processes, and interaction with clients and other stakeholders. To facilitate this empowerment, all employees have ready access to information about the Company and participate in company meetings and decisions. The practical impact of this approach is that we make better decisions by drawing on the diverse knowledge and experience of all employees.

Employee ownership benefits our clients in a number of ways including:

- ▲ the strong commitment to Quintessa and its clients;
- ▲ the stability and sustainability engendered by the Employee Ownership Trust business model facilitates long-term business relationships;
- ▲ the culture of engagement and openness within the Company supports innovation, and the recruitment and retention of talented employees; and
- ▲ business decisions are not influenced by external shareholders.

Quintessa is a long-standing and active member of the Employee Ownership Association, which allows us to learn from and contribute to other employee-owned

companies, and to support the growing contributions that the employee-owned sector makes to the UK economy. Employee ownership is a major reason why Quintessa has low employee turnover, as a result of employees having greater control over their working lives.

Quintessa has a policy of recruiting and training university graduates with appropriate skills and motivation. Many of our recruits have come directly from university and we have expended considerable time and resources to allow them to develop the required technical, personal and commercial skills and experience. Quintessa has a comprehensive approach to the Continuing Professional Development (CPD) of its new and existing employees that is embodied in its Quality Management System (QMS).

We endorse diversity, fairness and equal opportunities, as detailed in the Quintessa [Equality, Diversity and Inclusion Policy](#) and the Quintessa [Ethical Policy](#), and also support charities that promote these goals via the Quintessa **Charitable Donations Policy** (see Section 7).

### 3 Clients

We aim to build long-term trusted relationships with all our clients and other stakeholders by understanding their objectives and meeting their needs. Also, we aim to give fair value, and consistent quality and reliability. Furthermore, we aim to have the highest professional and ethical standards and to be honest, open and transparent in all our dealings with all stakeholders.

As part of the QMS, we document feedback from our clients as to our performance, which is overwhelmingly positive.

### 4 Suppliers

Quintessa aims to create and maintain strong relationships with key suppliers and contractors. In particular, we have a valued network of associates, who are individuals that contribute to projects as and when needed. Many of these associates have national and international reputations in their chosen fields and thereby significantly enhance the services that we can offer our clients. In addition, we establish positive partnerships with organisations ranging from leading blue-chip companies to universities, research institutes and small consultancies, in order to provide clients with the best team for the job.

### 5 Health & Safety

We aim to achieve and maintain the highest standards of health and safety and provide a safe and healthy working environment for all our activities, as detailed in the Quintessa [Health & Safety Policy](#) and Health & Safety Manual. It is the Company's policy to do all

that is reasonably practicable to prevent risks to the health and safety of its employees, its contractors and the public in so far as they come into contact with the Company.

## 6 Environment

Quintessa's operations are carried out with due regard to their potential environmental impact, as detailed in our [Environmental Policy](#) and Environmental Management System Manual.

## 7 The Community

Quintessa supports community wellbeing through donating 2% of its pre-tax profits to charities as detailed in the Quintessa **Charitable Donations Policy**. Areas of focus for charitable donations include: community activities in the vicinity of Quintessa's offices; education projects in developing countries and local to Quintessa's offices; activities related to the scientific and mathematical disciplines underlying the work carried out by Quintessa, especially in relation to environmental and energy issues; and organisations that have some relationship to Quintessa employees. A list of recipients is included on the [Charitable Donations page](#) of the Quintessa website. In addition, Quintessa regularly donates to open-source software projects.

Quintessa encourages the development of young scientists and mathematicians by: providing work experience for local school children and paid vacation employment for university students; employing industrial placement students each year; co-supervising PhD students; and recruiting and training recent university graduates.

## 8 Counterfeit, Fraudulent and Suspect Items

Quintessa and its employees recognise the importance of identifying, mitigating and preventing Counterfeit, Fraudulent and Suspect Items (CFSI). The Company has various processes in place as part of its Company Management System to facilitate the identification, mitigation and prevention of CFSI.

In order to carry out the Quintessa's business, typically four types of purchases are necessary:

- ▲ routine office supplies (office equipment and consumables);
- ▲ IT equipment (including third-party software packages, software modules for incorporation in software developed by the Company, and dedicated computers and/or storage devices);
- ▲ travel and accommodation bookings; and
- ▲ professional input from Associates or Subcontractors.

Quintessa has a purchasing process that describes its process for purchasing the first three items from established, reputable suppliers. A list of approved suppliers of office equipment and IT supplies is given in a Register of Externally-Supplied Services and Roles, while a list of approved software is given in a Register of Approved Specialised Software.

The purchase of professional input from Associates or Subcontractors is described in an associates and subcontractors process and a list of approved associates and subcontractors is given in a Register of Associates and Subcontractors.

Quintessa primarily supplies consultancy and software to its clients and works to a Quality Management System (QMS) that has been independently certified to operate in accordance with the requirements of ISO 9001:2015. The certification is capability assessed under the umbrella of the TickITplus scheme. The QMS is documented in its Quality Manual that ensures the quality of its services and those of its associates and subcontractors.

Employees are made aware of the risks of CFSI through appropriate training and understand and support the Company's identification, mitigation and prevention methods.