

# Corporate Social Responsibility Report 2021

'Creating a better future'





Creating a strong business and building a better world are not conflicting goals - they are both essential ingredients for long term success.

- Bill Ford -



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# Introduction

Supporting scientific discovery to create a better future.



02

# Foreword from Chief Officer Team

At Apollo, we believe social responsibility is very much a function of behaviour and as such must be fundamentally ingrained within the very DNA of our company culture and be an ethos shared by our employees and stakeholders at large. Hence why, with our rebranding in 2020, we changed our mission statement to “be the socially responsible partner of choice” ensuring that this was at the very forefront of our company values and serves as a reminder in every decision we make.

Being in the chemical industry, we are very conscious of the impacts that our business can have on society as a whole, be it through our own or third party chemical manufacturing, through to the distribution of our products worldwide. We also remain an ambitious company with a desire to grow our current operations on the international stage. Therefore, it is imperative that this is governed very much with sustainability in mind so as to ensure that this is implemented in a socially responsible way.

Whilst we remain at an early stage within our overall sustainability development, we continue to develop this culture within our team to ensure that as a company we are seen as not merely paying lip service to our responsibility but are actually being seen to be making a difference with a definite commitment to continual improvement. Nowhere can this be seen more than in us achieving the highest Platinum level award from EcoVadis in July 2021, after our first full assessment, benchmarking us within the top 1% of companies assessed within our sector for our sustainability practices. Our commitment now is continuing with our annual EcoVadis re-assessments and striving to make the required improvements year on year to ensure we maintain our current rating.

This, our first CSR report, is designed to transparently demonstrate where we currently are within our social responsibility journey and the steps we continue to make to further improve. Focusing on our 2021 results centred around environmental, social, ethical and sustainable procurement topics whilst giving insight into the improvements we are looking to achieve during 2022 and

beyond. For example, we are pleased to have become net zero against our scope 1 and 2 emissions for 2021 through a combination of switching to renewable generation and off-setting schemes as an initial measure however our long term aim is firmly on renewables/ reduction of usage, as opposed to off-setting, in order to become fully net zero across our operations by 2040. In 2022, we are committing to becoming signatories to the United Nations Global Compact, supporting the Sustainable Development Goals, with a longer term plan to align with the Science Based Targets Initiative in future years.

We are focused on improving the well being of our employees and have recently introduced ‘Staff Matters’ groups to enable a voice for everyone within the company to highlight topics of importance to them and provide open feedback on areas where we can improve. Not just focusing on what we can do within the company, we have also developed a ‘Future Focus’ team to enable a cross-section of employees to meet and, amongst other things, highlight ways in which we can improve the local community and choose international charities for us to support.

The Covid pandemic remained a continuing challenge during 2021 which resulted in both short and long-term changes to the ways in which we operate. Sickness benefit provision was extended for all employees during the year whilst many administrative staff spent a large part of the year working from home and on-site restrictions were in place in order to ensure the protection of the health of our employees. Working from home will have contributed to more positive figures with regards to our CO2 emissions and waste as, so far, we only include on-site activities within these figures. Hybrid working remains a longer-term working plan within the company and therefore being able to account for the impacts of home working is an area we need to consider for the future in order to increase transparency. The pandemic has also brought the subject of mental health even more to the fore and as a company we are looking to develop Mental Health First Aiders who are specially trained to be able to spot the signs of those colleagues who may

need support and an atmosphere in which to be able to talk.

We also see social responsibility as a collaborative concern and are keen to adapt moving forward to ensure we have a fully sustainable supply chain through nurturing and incentivising our supplier base to develop and join us on this journey, whilst also reviewing how we can lessen our impacts on the downstream supply chain.

We look forward to collaborating with as many stakeholders as possible on this journey and follow the basic philosophy of our parent organisation, Central Glass group, in ‘Creating a Better Future’.

Neil, Tim, Jenni & Natalie



**At Apollo, we believe social responsibility is very much a function of behaviour and as such must be fundamentally ingrained within the very DNA of our company culture and be an ethos shared by our employees and stakeholders at large.**



## Who we are

We're specialists in the manufacture and supply of aromatic, heterocyclic and aliphatic compounds, fluorochemicals and life sciences reagents, offering unrivalled service and expertise in the sourcing and manufacture of available and novel products.

With unrivalled service and expertise in the sourcing and manufacture of available and novel products, we offer our customers the support they need to take their projects from concept to completion.

It's this commitment, alongside our readily stocked and competitively priced range, which makes us the trusted partner of choice for chemists, researchers, distributors and manufacturers across a wide range of industries.

## Our Values

### Agile

Our unrivalled passion and dedication to delivering above and beyond, alongside our team of experienced science graduates to manage your account, gives you absolute peace of mind in both our products and service.

### Reliable

An unwavering commitment to excellence ensures we always exceed expectations; we boast a 94% success rate on in-house custom synthesis orders with 99% delivered within the initially quoted lead time.

### Dedicated

With more than 95% of our stock items available for same day dispatch, we pride ourselves on thinking ahead and acting decisively to ensure we can meet your needs both quickly and effectively.

### Socially Responsible

From legal compliance and protecting our community to meeting the highest chemical and environmental standards and tasking our Future Focus Group with delivering a socially responsible ethos for our company, we're proud that our practices meet the needs of the people and the planet.

## Our Vision

To be the trusted partner of choice, providing specialist compounds for R&D and commercial projects.

## Our Mission



To be the socially responsible partner of choice in the manufacture and supply of high quality research chemicals, supporting discovery across the global market.



## Our corporate partners



3

Manufacturing facilities across the UK, Germany and the USA.

79

Employees across the UK.

50:50

Executive board gender split and overall employee split 36% female and 64% male.

65

Countries we ship to.



605

Chemical suppliers.

6104

Goods receipts and 8,142 items

23,332

Number of dispatches and 39790 items dispatched.

1374

Active customers worldwide.

## Scope of report

Apollo operates out of three sites within the UK. Our main administrative site in Bredbury, Stockport, a manufacturing and warehouse site in Denton, Manchester, and a small serviced office in Nottingham where we have three people located. This report only considers the functions and usage of the Bredbury and Denton offices. It does not include the Nottingham office nor does it include people working from home at this stage. During 2021 we still had periods of office staff working from home during UK lock down periods arising from the ongoing covid pandemic, whilst operating a hybrid working situation outside of these periods.

# Our purpose

# 2021 Highlights



2021 was a significant year for us, we set ourselves ambitious targets, made bold decisions and accelerated action, transforming how we operate to become a more socially responsible, sustainable company.

The progress we have made and our achievements of 2021 are a testament to the engagement, drive and hard work of our employees, suppliers, customers and partners embracing change, challenge and innovation.

# Environment & Sustainability

Transforming the impact we have on the environment.





We are evolving the way we operate to improve our impact on the environment and protect the planet. From reducing the resources we use to the waste we generate, we're transforming how we do business to create a better future.



Our commitment to improving our impact on the environment and creating a sustainable future isn't just ticking a box. For us, it's about leading fundamental change, taking urgent action and innovating to create a better future for all of our stakeholders and society.

We are conscious of the impact that the industry we are in has on the environment and are determined to not only be a part of the solution but also a catalyst for change.

Over the past year, we've stepped up our game, challenging ourselves to rethink how we operate and urgently accelerate change. We've made significant progress in reducing our environmental footprint across four key areas:



Reducing the resources we use



Reducing waste



Increasing recycling



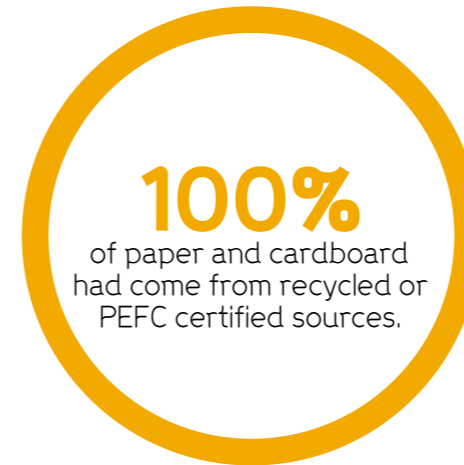
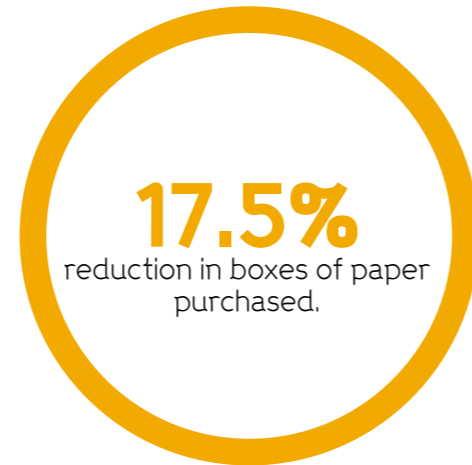
Reducing our carbon footprint

# Environment & Sustainability



# Environmental performance in numbers

2021 figures are provided based on a comparison to 2020.



# 2021 environmental progress



## 2021 Target

- Minimise energy usage, allowing for reasonable increases in line with growth. End 2021.
- Target to increase electricity obtained from renewable generation from 0 to 100%. End 2021.

## 2022 Target

- 15% reduction in usage in Bredbury (vs 2019)
- 5% reduction in usage in Denton (vs 2021)
- 100% of electricity to come from renewable sources throughout 2022.

## 2021 Performance

- Electricity consumption (across all sites) has increased 9.8% from 376 MWh to 413 MWh in 2021 compared to 2020.
- Increases seen largely due to expansion of facilities, which will allow the energy per item dispatched to level off in the future.
- As of November 2021, Bredbury and Denton now supplied with 100% renewable electricity, up from 0% in 2019.



## 2021 Target

- Facilities usage target of at most 6.5 KL of water per full time employee in 2021. End 2021.
- At most 58.5 KL of potable water to sewage per chemist in 2021. End 2021

## 2022 Target

- Long term target of 5 KL per FTE and 10 KL per chemist per year by 2030. End 2030.

## 2021 Performance

- Estimated usage of 8.9 kl per person in 2021.
- Average of 8 chemists in 2021. Taking the average per person figure for Bredbury, multiplying up by the average number of people on the Denton site in 2021 (41). Of a total of 1112 KL of water used in 2021, it's estimated that 570 KL of this is used in the labs, meaning 61.5 KL of water per chemist in 2021.



## 2021 Target

- Target of less than 174MWh gas to be used during 2021.

## 2022 Target

- Reduce gas usage.

## 2021 Performance

- 219MWh used, 25% above target and 24% above last year's usage.
- Gas used only at the Denton site for three industrial boilers and one domestic boiler.
- Consumption is dependent on factors including outside air temperature and site usage.
- Colder temperatures and more people on site compared to previous year.



## 2021 Target

- Accurate measurements of our Scope 1 & 2 emissions with a view to offsetting from 2022 with a shift towards renewables for our electricity generation.

## 2022 Target

- Comprehensive report into our whole carbon footprint including.

## 2021 Performance

- 2021 target completed aside from the introduction of the refrigerant gases losses which we need to assess. Both sites are now 100% renewable electricity effectively reducing our Scope 2 emissions to zero.



## 2021 Target

- Continue to reduce gas usage per heating degree day consumption where possible.

## 2022 Target

- Reduce the amount of kWh used per HDD by 15% compared to 2021, to bring the gas consumption back to levels seen previously. This will be achieved through the switch off policy and servicing of the industrial boilers.

## 2021 Performance

- To better account for the impact of external temperature, new objectives will be established using heating degree days (HDD).
- This provides a measure of the heating requirement for a given period based on the amount of time the temperature is below a certain threshold, typically 15°C.
- Based on the kWh per HDD, 19% more kWh was used per HDD in 2021 compared to 2020.



## 2021 Target

- Aim for a further 10% reduction in purchases of paper in 2021.
- 100% of paper to be recycled or PEFC certified.

## 2022 Target

- Further 5% reduction in paper purchases in 2022, 100% of which to be from recycled or PEFC certified sources.

## 2021 Performance

- 17.5% fewer boxes of paper purchased in 2021 compared to 2020.
- 100% of paper and cardboard has come from recycled or PEFC certified sources in 2021.



### 2021 Target

- Minimise increase in chemical waste generation against in-house production expansion. End 2021. Waste types included lab waste, aqueous waste, lab solvent, halogenated waste.

### 2021 Performance

- 16.89% decrease in the amount of waste produced per batch.

### 2022 Target

- Continue to minimise increases in chemical waste generation, in line with production expansion.



### 2021 Target

- No aqueous waste or glass bottle waste to go to landfill.

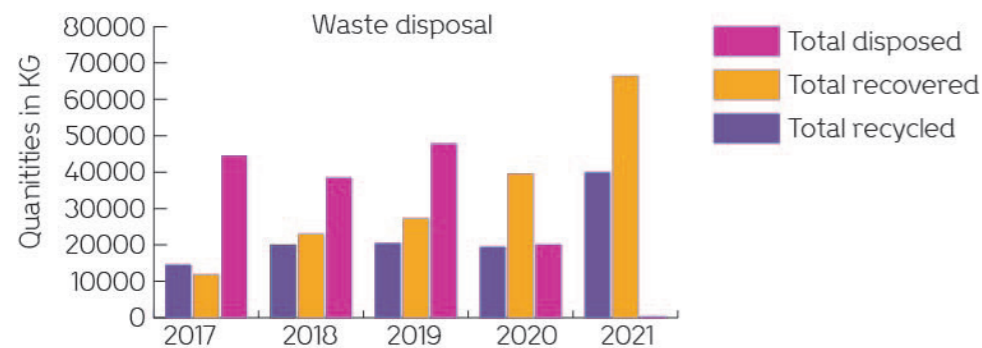
### 2021 Performance

- 100% of glass bottle waste and aqueous waste have been diverted from disposal since Q4 2020, glass bottles diverted since Q3 2020.
- General waste is now the only contributing waste stream to disposal.

### 2022 Target

- Target of no more than 10% of all waste generated to go to disposal by end 2023.

## Less waste to landfill



**62.7%**  
reduction in waste to landfill between 2017 - 2021.

## Future Focus Group

Real change requires strong leadership, drive and engagement which is why in 2020, we established our Future Focus Group to spearhead action and lead change as we move towards our social responsibility and sustainability goals.

A key factor in creating the group was to empower and bring people together from all levels and areas of the business to take an active role in leading change and provide a voice for everyone within the company. Consisting of six members, we currently have representatives from sales, HR, Biochemicals, facilities management and procurement.

The agenda of the group is to develop and drive all aspects of our social responsibility including labour, ethics, sustainable procurement and environmental impact. The team is responsible for creating initiatives and engaging our people, our customers and our suppliers to move towards a more sustainable future for all stakeholders.

In 2021, the group focussed on how we can measure and identify areas where we can improve our environmental impact. This ultimately led to the decision to attain an EcoVadis accreditation in which we were awarded a platinum rating, placing us in the top 1% of the companies for sustainability.

The future focus group also led our community initiatives in 2021, working with our employees and suppliers to choose one local and one global charity to support each with £1000 donations.



We support scientific research and discovery that improves the lives of people across the globe. Our ambition is to do it in a way that impacts the planet and people in a positive way.



## EcoVadis

In 2021, we were delighted to be awarded a platinum EcoVadis rating, putting us in the top 1% of companies in our sector.

A particularly encouraging result for us, considering the early stage we are in on our sustainability journey whilst also reaffirming our efforts to improve our impact on the environment have so far proven successful.

EcoVadis is the world's largest and most trusted business sustainability rating, providing a common platform, universal scorecard, benchmarks and performance improvement tools to more than 65,000 companies across 160 countries.

It covers a range of corporate social responsibility topics by identifying 21 criteria grouped across 4 main themes including environmental, labour, ethics and sustainable procurement.

The accreditation has enabled us as a company to benchmark and assess our performance, improve and track our progress and recognise areas that require the most attention.

Whilst we were pleased to receive such a high EcoVadis scoring, in equal, we were as enthused to identify areas where we can improve, acknowledging that we need to continuously develop as a company to create a better future.

From our 2021 results, a number of areas were identified for improvement with sustainable procurement requiring the most attention. Initiating us to accelerate action over the year as we move towards a completely sustainable supply chain working in collaboration with our partners and employees.



Our plan moving into 2022 is to accelerate further progress in sustainable procurement whilst also making improvements across other areas to maintain our current rating in our next annual assessment.



## UN Global Compact

We recognise that creating a sustainable future is not something that we can do alone and can only be achieved through collaborative impact, uniting forces with other businesses to become a catalyst for change. It requires us to be honest, transparent and accountable in our approach to improving our impact on the environment and building fair, equitable and resilient societies.

The UN Global Compact is the world's largest sustainability initiative, bringing together thousands of companies from countries across the globe. The initiative provides a principle-based framework and guide to best practise for doing business responsibly and igniting action to create a sustainable future where people and the planet can thrive.

In 2022, to further advance our sustainability ambitions, we have committed to becoming a signatory member, aligning the UN Global Compact's ten principles into our strategy, culture and day to day operations and undertaking strategic actions to advance broader societal goals.

This is currently being driven at executive level and requires the company CEO to write a letter of commitment to the UN based around the fundamental principles of the Sustainable Development Goals. As a signatory member, we will be required to publicly report on our progress annually, further supporting our approach of being transparent and accountable in taking action to create a better future.

### The ten principles of the UN Global Compact

#### Human Rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

#### Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-Corruption

- Principle 10: Businesses should work against corruption in all its forms; including extortion and bribery.



UN Global Compact sustainable development goals

## Sustainable Procurement

Our company procures raw materials, products, and services from a global supply chain. We recognise that our supply chain forms a significant proportion of our environmental and social impact, and we expect all our suppliers to adhere to the highest standards of ethical and professional behaviours as outlined in our Supplier Code of Conduct.

Our Supplier Code of Conduct was developed in 2021 and details the expectations we have of our suppliers, including:

- Complying with the provisions of the Modern Slavery Act 2015 (or international equivalents) and acting in accordance with the International Labour Organisation laws and the Universal Declaration of Human Rights.
- Ensuring no child labour is used.
- Committing to act in an environmentally responsible manner.
- Committing to respect and encourage diversity and inclusion.
- Complying with anti-corruption laws, including the Bribery Act 2010 (or international equivalents).
- Our Supplier Code of Conduct aligns with the

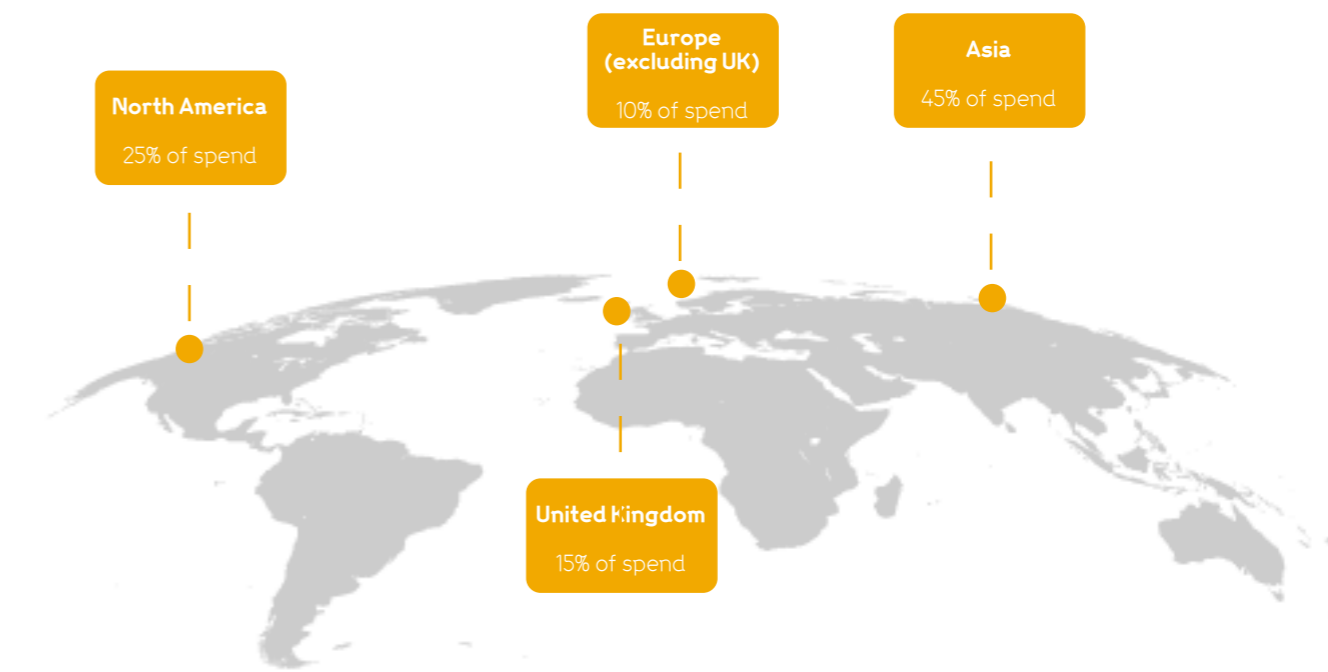
ten principles of the UN Global Compact.

During 2021 this was sent out to all suppliers and agreeing to this is now an essential part of our new supplier onboarding process. A key performance indicator for 2022 is to ensure that all suppliers with whom we spent >£10k per year in 2021 have agreed to our Supplier Code of Conduct.

Our spend on goods and services has been reviewed, in total ~£10 million has been spent in 2021 across 549 suppliers.

Individual suppliers with whom we have spent >£10k in 2021 account for 91% of our total spend and 23% of all suppliers.

To drive our sustainable procurement targets and objectives, a new role of supplier compliance officer has been developed in 2021. Reporting directly to the purchasing manager this role is responsible for developing/updating all internal sustainable procurement documents, assessing suppliers against sustainability metrics, communicating with suppliers on issues/expectations, conducting audits and offering training in issues of supplier compliance.



<5% of supplier spend from other territories.

## Sustainable Procurement Strategy

<b>Policy</b>	We aim to develop a Sustainable Procurement Policy to establish relevant targets and objectives in this area and detail the measures in place to achieve them.
<b>Supplier assessment</b>	<p>To evaluate and monitor sustainability risks associated with working with suppliers, a risk analysis tool will be developed. Through this assessment, we will identify whether our activities are associated with sustainability risks, and we can act upon the results when necessary. Three layers of risks will be evaluated, namely (1) Environmental, (2) Social, and (3) Ethical.</p> <p>In addition, we will distinguish between three main types of supply chain risks:</p> <ul style="list-style-type: none"> <li>◦ CSR Risks associated with the industry of our suppliers.</li> <li>◦ CSR Risks associated with the geographical location of our suppliers.</li> <li>◦ CSR Risks associated with the individual engagement of our suppliers.</li> </ul> <p>By the end of 2022 we aim to have 100% of our suppliers assessed by this methodology. Moving forward into 2023 we will identify which suppliers have high risk scores and work with suppliers to mitigate and reduce these risks where possible.</p>
<b>Code of conduct</b>	We aim to have 100% of suppliers with net spend >£100k, 95% of suppliers with net spend >£50k and 90% of suppliers with net spend >£10k signed up to our Supplier Code of Conduct by the end of 2022. We also aim to implement the inclusion of the supplier code of conduct into all purchase orders sent to customers by the end of 2022.
<b>Training</b>	During 2022 training will be provided to all members of the purchasing department on the principles of sustainable procurement, to ensure that this forms part of their consideration when selecting suppliers.
<b>Supplier questionnaire</b>	We also plan to roll out an updated supplier questionnaire in 2022, the intention is that this will work as a self-audit questionnaire for our suppliers and will have a larger focus on CSR than our current questionnaire. We will generate an internal CSR assessment based on this and incorporate it into our risk analysis tool. We aim to have 90% of suppliers with net spend >£10k complete this questionnaire by the end of 2023 and to initiate an on-site audit.
<b>Rating system</b>	During 2022 we also plan to develop a supplier rating system, through which we can review supplier performance in terms of quality, on time delivery, communication and ESG compliance. This will allow us to identify those suppliers with the best performance and sustainability credentials.



Our ultimate ambition is to reward sustainable practices within our supply chain and to offer support and share information on best practices across our supply chain to enable all our suppliers to grow and improve their own sustainable credentials. We are optimistic that, with these measures in place we can achieve this.



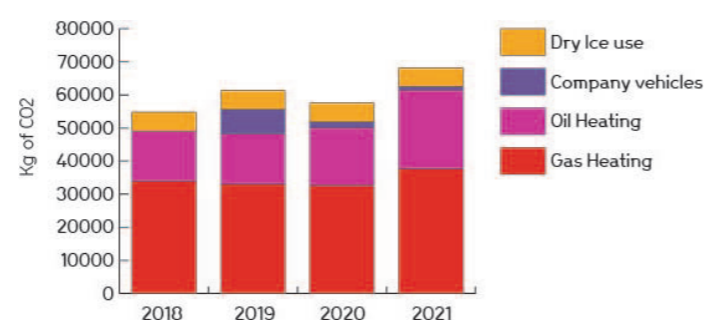


## A Net Zero Carbon Company by 2040

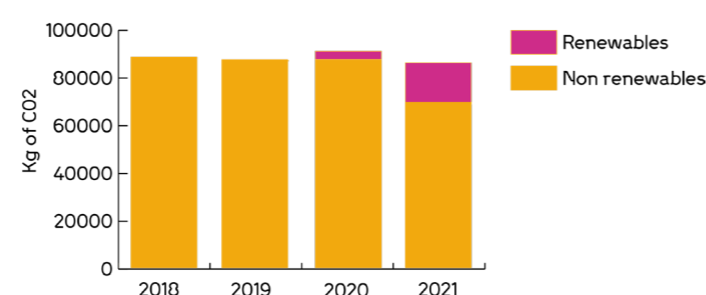
Climate change is one of the defining challenges our time, however it also presents us with an opportunity to reimagine how we live today to create a healthier, safer and better world.

At Apollo, we are dedicated to reducing our carbon footprint. We understand that we need to act now to protect the planet so we've set ourselves the ambitious yet fundamental target of becoming a net zero carbon company by 2040 - 10 years ahead of the Paris Agreement.

### Scope 1 emission data



### Scope 2 emission data



## Net Zero Strategy and Progress

### 2020

Initial investigations into what our carbon footprint is and what steps can be taken to reduce our impact.

### 2021

Accurate measurements of our Scope 1 & 2 emissions with a view to offsetting from 2022 with a shift towards renewables for our electricity generation – completed aside from the introduction of the refrigerant gases losses which we need to assess. Both sites now utilise 100% renewable electricity, effectively reducing our scope 2 emissions to zero.

### 2022

Comprehensive report into our whole carbon footprint including scope 3 to be performed by external contractor. Offset 2021 scope 1 & 2 emissions via Guatemala Water Filtration and Improved Cook Stoves scheme. This will include purchasing offset credits for our scope 1&2 emissions for 2021. Assessment of our scope 3 emissions for 2021 will allow us to budget for offsetting 2022's in our accounts for next year.

### 2023

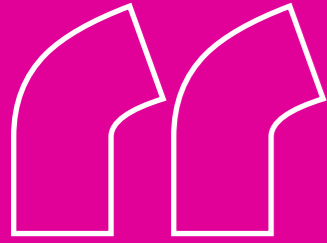
Develop a plan to lower our Scope 1 emissions before offsetting and minimise our reliance on hydrocarbons for heating. Look at what areas of our Scope 3 can be reduced over time and set targets. Offset all carbon emissions from 2022 figures onwards. Final target of Apollo Scientific being certified as carbon neutral by 2040 (or earlier if possible).

# People

Creating a workplace where everyone can thrive







Apollo is a great place to work because of the people we work with. Our teams are close-knit, hard-working and always willing to help each other. Despite often challenging circumstances, it is rewarding to pull together with other departments to deliver outstanding service to our customers. It is also exciting to know our products contribute to vital research across the globe across a wide variety of industries. Alongside dedicated HR open surgeries every month to discuss any issues you may have, Apollo offer wonderful support when needed and management are always willing to listen if you have a problem. In recent times, hybrid working and more flexibility with working hours has improved mental wellbeing and supported staff with life outside of work. Apollo have always been keen to challenge us in our work to achieve goals and encourage career progression with bi-yearly appraisals, generous bonus structures and pension contributions.

**Jai Mistry,  
Business Development Specialist**



At Apollo, it is our ambition to continuously improve as an equal, diverse and inclusive company that represents the global communities we serve with the different thoughts, perspectives and backgrounds that each individual in our company brings.

We are proud to have created a culture where each member of our team is valued and respected regardless of background, gender, age or ethnicity and has equal opportunity to develop, progress and succeed. To ensure our employees can thrive, we provide a safe environment with a core focus on enhancing positive mental health and wellbeing and training and development.

Fundamental to our approach, we believe communication is key. We not only listen to but encourage feedback from our employees on how we can support them and improve as a company to be a great place to work.

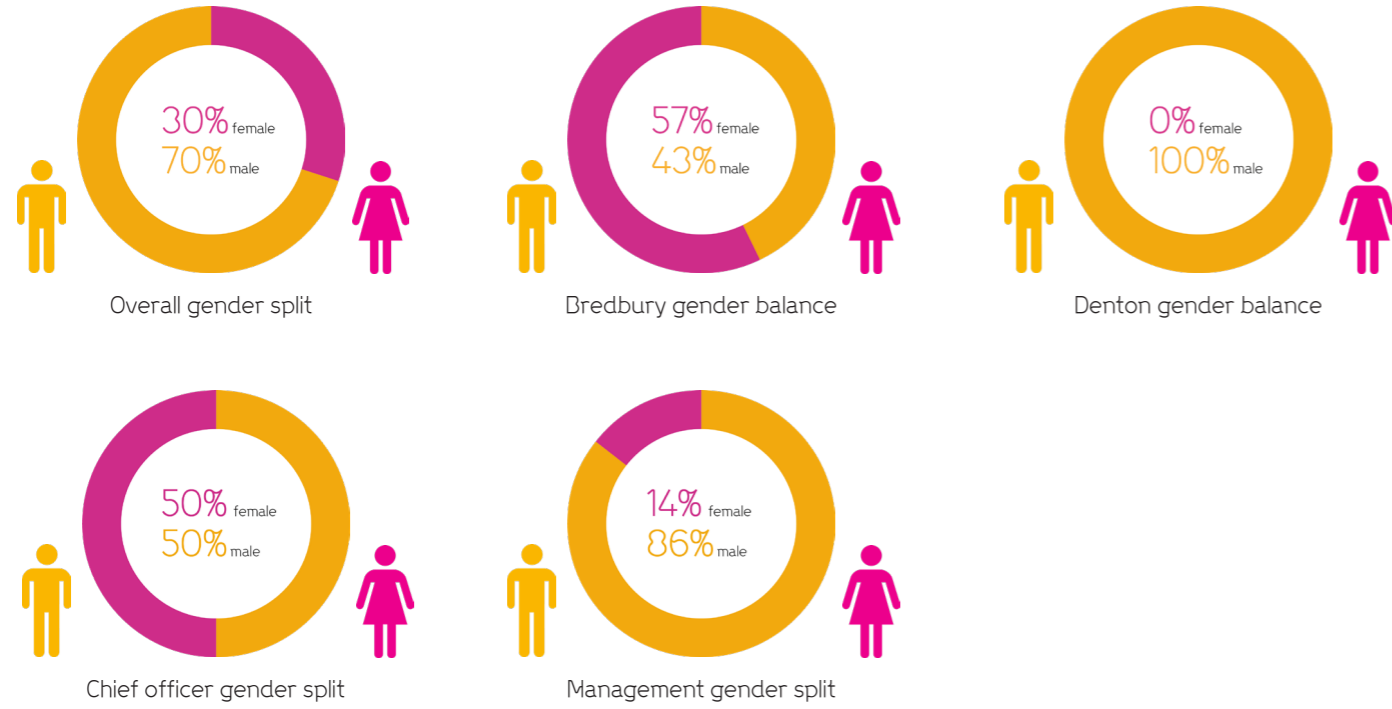
We also understand that everyone has different commitments outside of work and their circumstances and responsibilities change over time such as parental duties, caring for family, relocating etc. and have always endeavoured to be flexible in working patterns, hours and shifts to support them in life outside of the workplace; something we believe attributes to the long lasting careers our employees have with us.



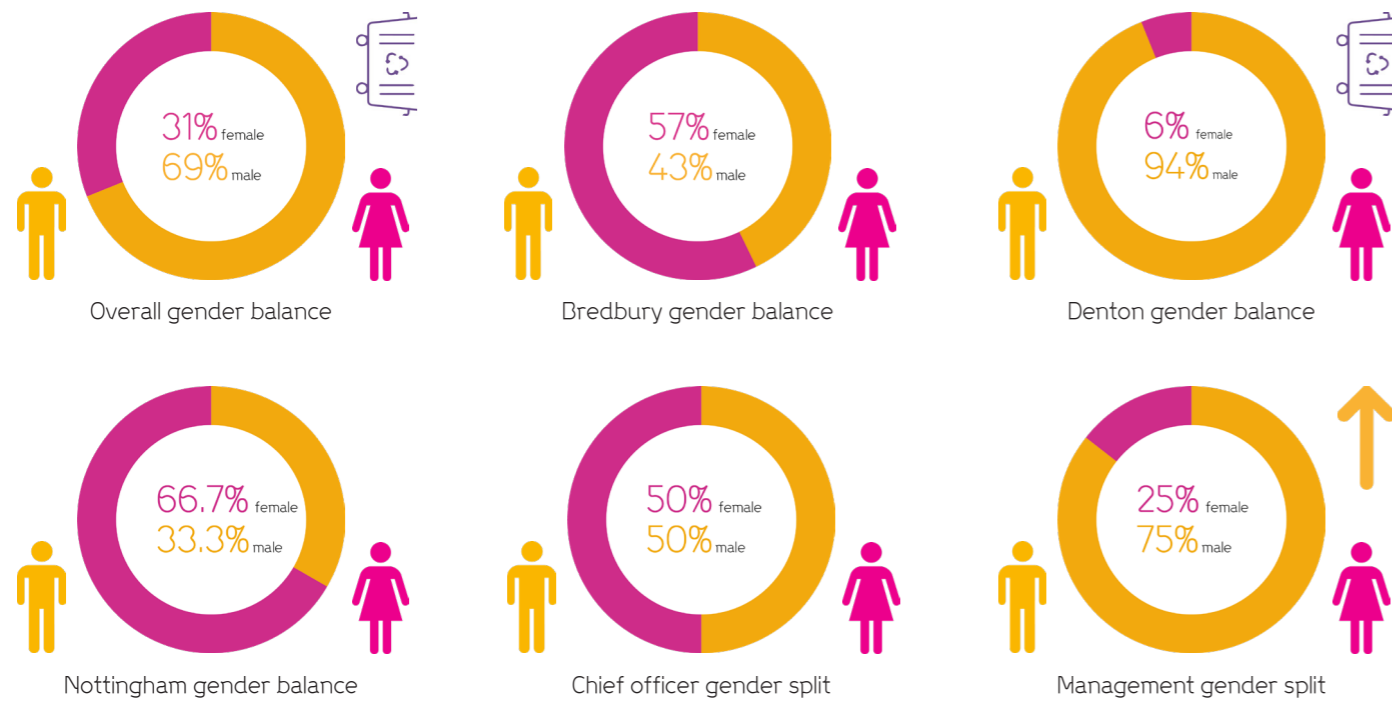
# Our People

# Equality & Diversity Statistics

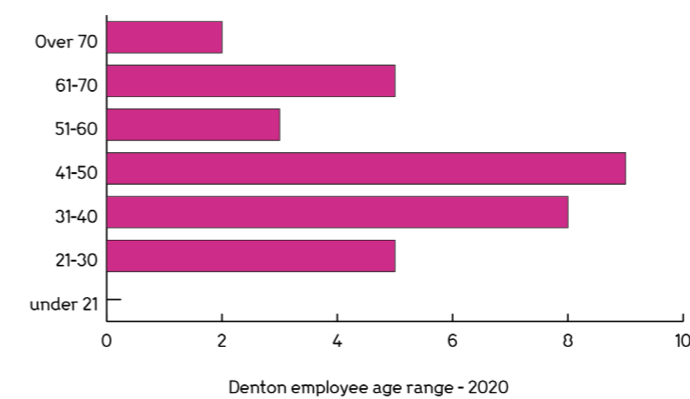
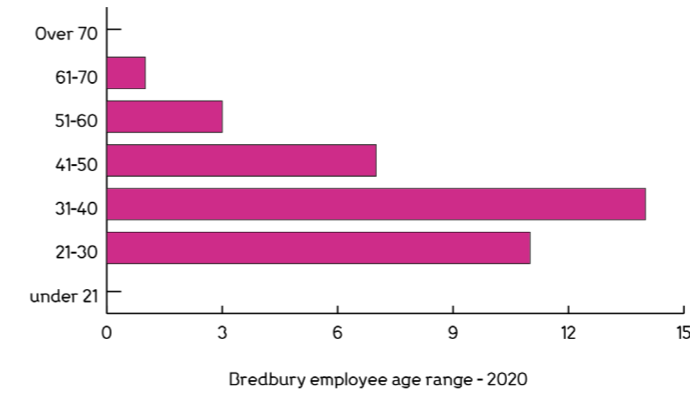
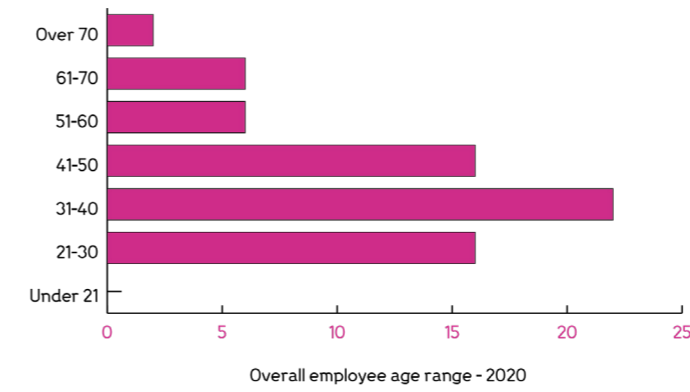
## 2020 gender statistics



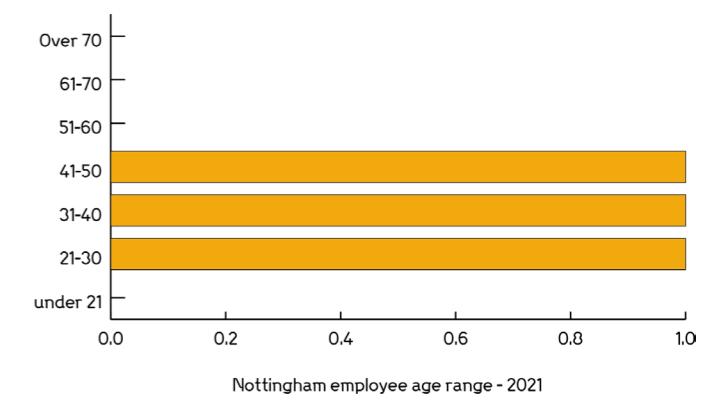
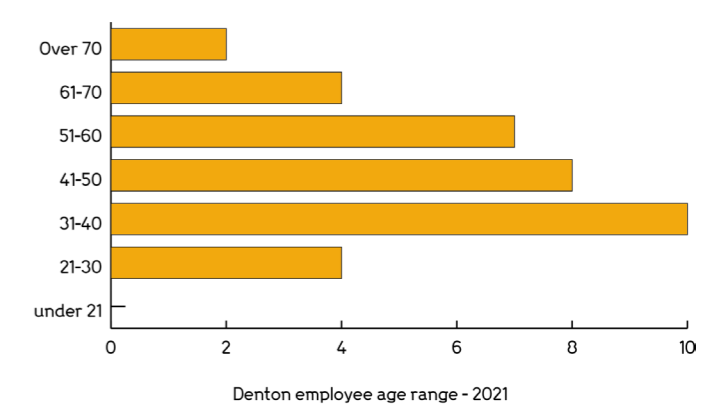
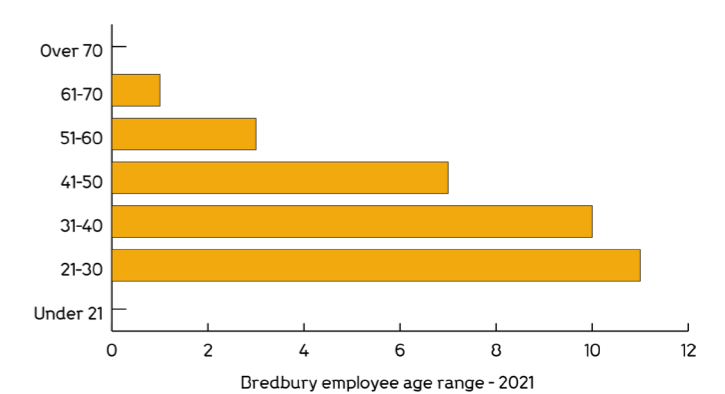
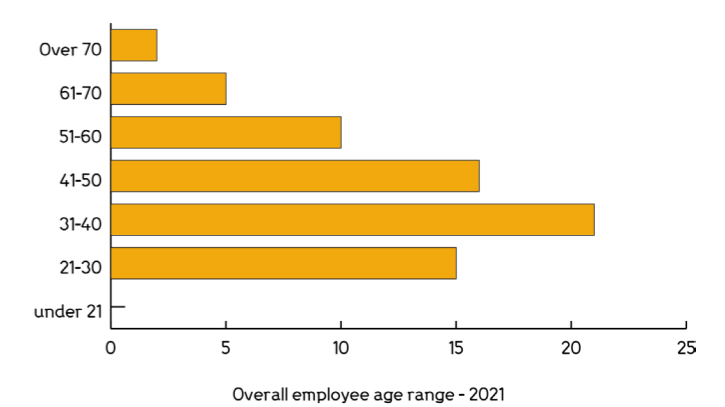
## 2021 gender statistics



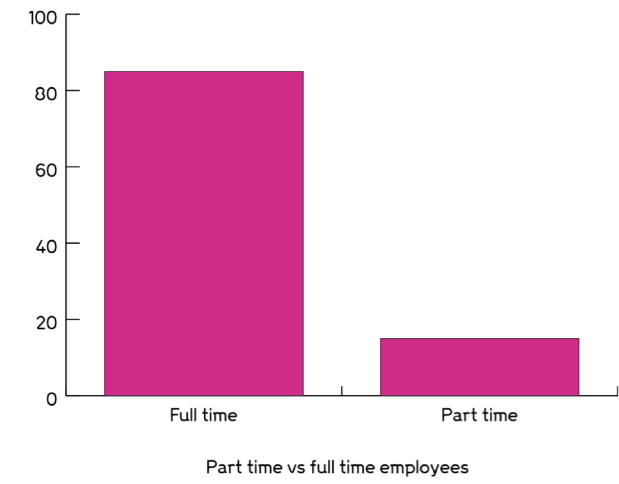
## 2020 age range



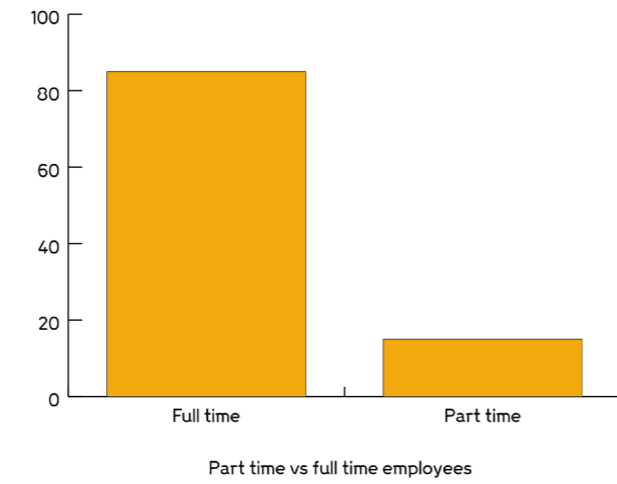
## 2021 age range



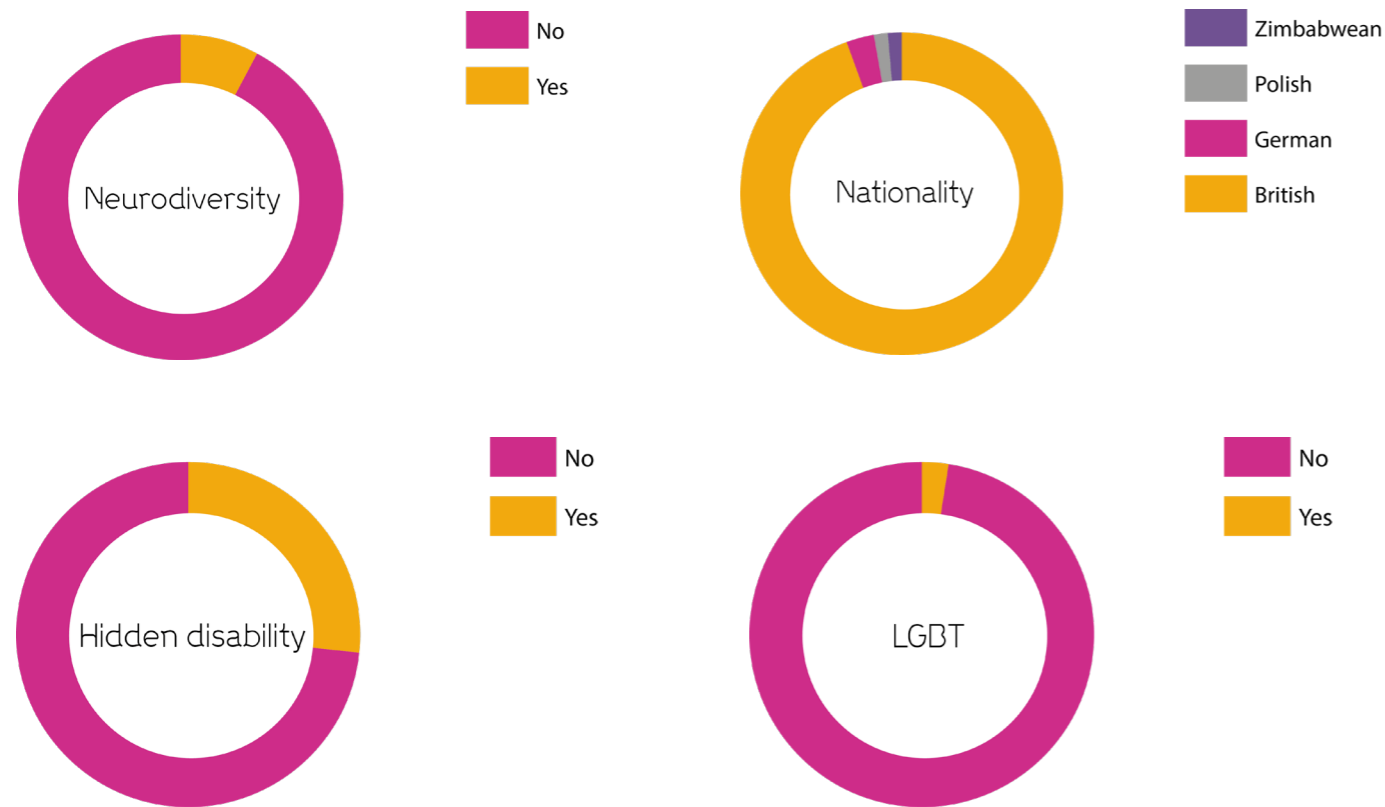
2020 part time vs full time employees



2021 part time vs full time employees



2021 Diversity Statistics



2021 was the first year we recorded our nationality, neurodiversity and hidden disability statistics. We recognise the challenges surrounding a lack of diversity the industry we are in faces and are committed to becoming a more balanced company better representing the communities we serve. In 2022, we plan to introduce neurodiversity training to our management team to build awareness and understanding of different thought processes so we can continue to adapt and foster an inclusive, supportive environment that supports a diverse workforce.



## Our people

Core to our business is our team, we know working in collaboration brings success. We have always been focused on ensuring our staff feel valued and central to all matters within the organisation. This starts with sharing our business plans and achievements, so they can develop their own departmental goals in line with the overall company aims. We encourage all members of the team, to share their suggestions on how we can improve our processes and procedures. However, we know to get the best from our team we need to prioritise their wellbeing.

### Health, safety & wellbeing

Firstly, we do this by providing a safe working environment. During 2021 we introduced a quarterly newsletter to create a better awareness of all matters relating to Health & Safety. We provided regular health checks, flu vaccinations and arranged referrals to the company nurse when needed. We have built a good team of trained first aiders, fire wardens and emergency response personnel. During 2022 we will be introducing mental health first aiders following the issues raised during the covid pandemic.

As part of our health and safety policies we have a system for employees to report any concerns or suggestion so we can review and implement improvements.



### 2021 health & safety figures

It is important to us that our employees remain happy and healthy, therefore we provide gym facilities at the two sites to encourage regular exercise to release any workplace stress whilst enhancing mood and better brain function. The environment we all work in is important to us, we aim to provide spacious and pleasing workspaces, and introduced plants and pictures following suggestions from the team. Recreational facilities and break areas for relaxing are providing at our two main sites.

### Training and development

Education and development are a priority for us to get the best from our employees. This starts on day one of employment. New employees spend their first few weeks in the induction programme where they receive information on all aspects of the business, spending time with other departments to get an overall view of the business, in addition to receiving training for their specific roles. This is the first stage of the six month development plan, which includes regular meetings with their line manager and a member of the HR team to review the objectives agreed. Following the development plan, employees and managers get together on a regular basis for a WIP (work in progress) review. The review is held to discuss and agree on training requirements for roles and to set objectives and timescales for any projects working towards the departmental goals. Annual appraisals are also completed for all employees.

The company provides a variety of training programmes which can be job specific or general for all employees. Training is arranged either online or face to face both internally and externally. We also invest in educational opportunities that will benefit an employee's performance in their role and the performance of the company. These may take the form of one-off training courses or longer-term courses.



### 2021 training & development figures

#### COVID-19 response

In response to COVID-19 and to maintain the health, safety and wellbeing of our people, many of our colleagues where possible worked from home during the pandemic. To provide further support we also offered flexible working options to accommodate everyone's individual commitments and responsibilities. This included flexible start times and split shifts including evening working to support parents home schooling.

Once safe to do so and in line with government guidance and legislation, we devised a rota to ensure a smooth, gradual and fair return to the office.

## Ethics

In January 2021 we published our first Code of Conduct. Our promise is to ensure each and every day, throughout the entire company, we are acting ethically and honestly with integrity and respect, both to one another within our organisation and to uphold the exact same qualities with our customers, suppliers and wider stakeholders.

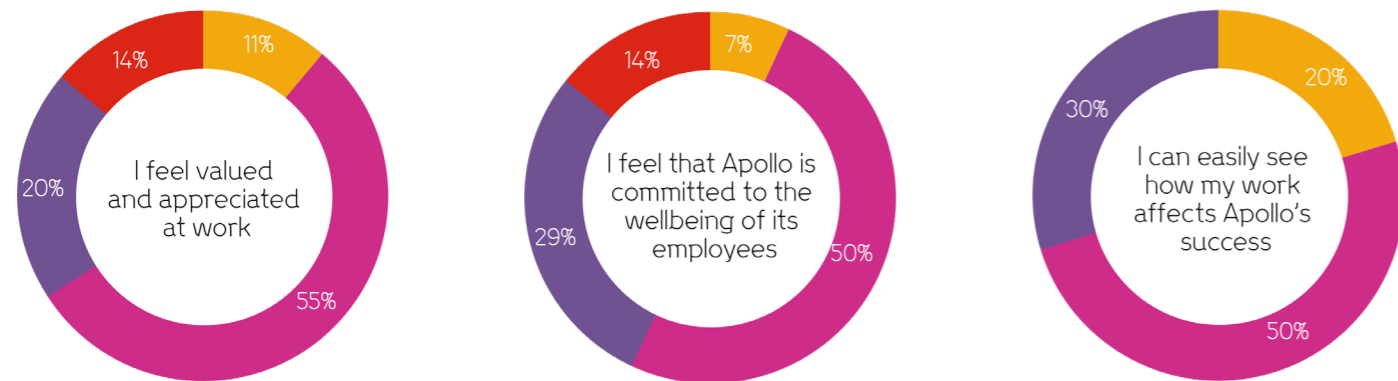
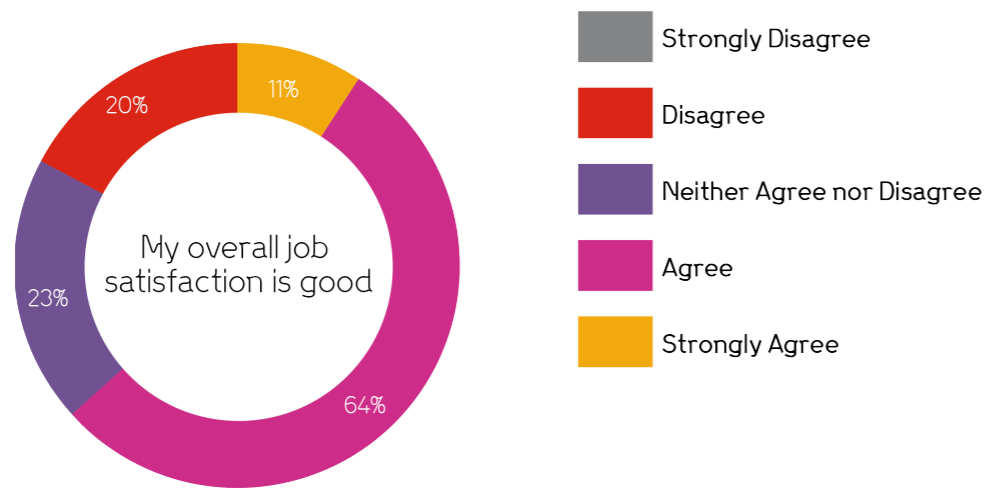
In line with our parent company's, Central Glass, basic philosophy to "Create a better future through monozukuri", we understand that creating a better future doesn't just stop with what we do but also with the partners we choose to co-operate with. It remains a matter of key importance therefore that our values are not just held by ourselves but also are shared by those we work with externally who make a key and vital contribution to the inputs and outputs of our business activities.

We are committed to ensuring integrity within our supply and sales chains to ensure that collectively we can all work together to ensure we are contributing towards a "better future". We remain available to assist our suppliers and customers in any way we can to achieve the realisation of this philosophy.

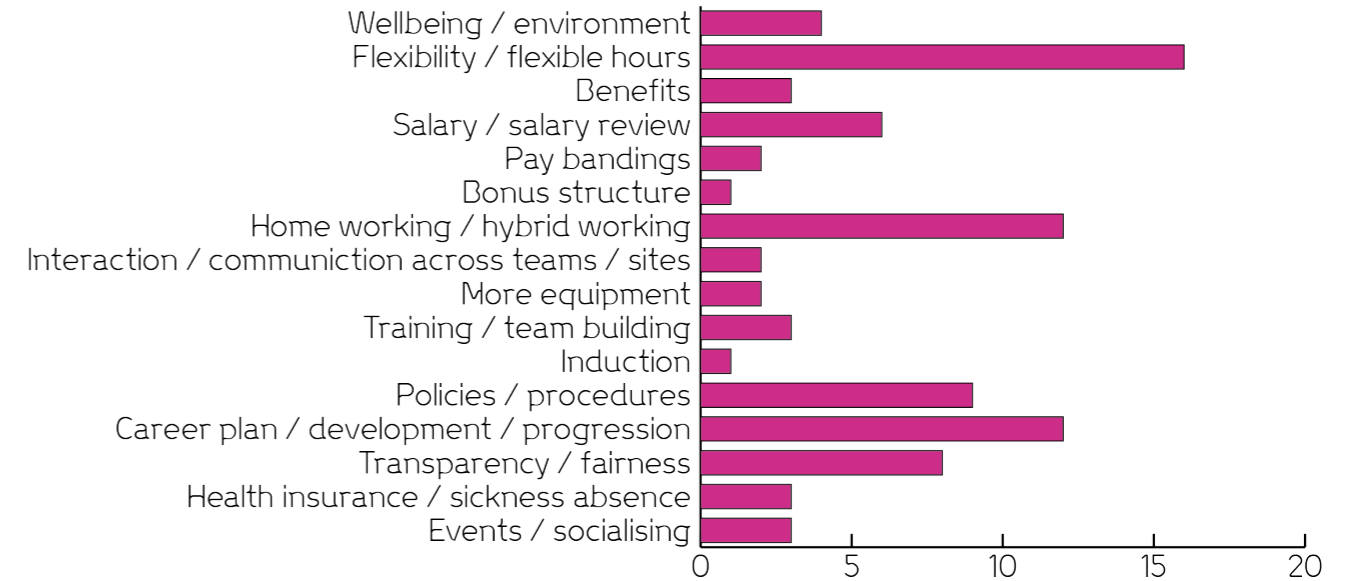


## Employee Survey

Engagement across the team is a key area for us so in 2021 we completed an employee survey on various aspects of employee matters to gain a further understanding of the areas our employees value the most and where we should focus on improving.



### If you could change anything about working for Apollo, what would you change?



In 2018 we introduced the Chief Officer lunches which gives representatives of each department an opportunity to raise questions and suggestions to members of the chief officers. This was further developed in 2021 with the introduction of the Staff Matters Group.

Following the employee survey, 8 working groups were arranged with 15 advocates, to discuss key areas of importance to staff and over several meetings a plan of action was devised. The three main categories the group looked at were:



Following the survey and staff matters meetings in 2021 we listened to what matters the most to our employees and implemented the following changes.



Here's what they had to say when we asked them what the best thing about working at Apollo is...



A more relaxed atmosphere and approachable employer compared to other places I have worked at before. **They do look after you as a company.** Good working atmosphere. The work is engaging and allows me to use my skills all day long. **Good bunch of people throughout the different teams. A stable company which provides good job security.** I love the team that I work in and feel we have a great rapport and working environment. Close knit team, opportunity for travel with work and seeing the benefits of my project work. **Apollo has been very flexible and understanding of life changes and balance during these covid times.** The company pension contribution is excellent. The lively/chatty office atmosphere. **Being able to do work I enjoy whilst surrounded by considerate and engaged colleagues.** The people, good team dynamic, good work-life balance, excellent pension scheme, feel appreciated by manager and members of my team. **The environment is much more welcoming and friendly than my last place of work. The job security and choosing your working hours.** The people are the best thing about Apollo, we have great people working across the company and it shows. **Good working atmosphere and environment, good morale and friendliness through the team.** I feel the company has the best interests of its employees at heart whilst also trying to ensure we work effectively. It's a company that is always looking to improve and committed to investing in growth for a sustainable future. **The people, their enthusiasm and loyalty. Good work/life balance and friendly colleagues.** My colleagues are really nice people, and my department in particular work very well together. **Working with a good group of colleagues.** Good pension scheme. **I feel that employees' well being is a high priority at Apollo and individuals development is supported and their achievements recognised by the company.** Good atmosphere / relationships. Enjoying the work, getting along well with the people I work with and going home earlier than most other places I've worked. I have made good friends working at Apollo. **The people are great to work with. Great team with variable work/challenges and good working hours.** My role is interesting and challenging. **Variety within my job role, communication with other work colleagues.** Working with good people. **It's local, has a gym, pool table, great group of people and good pension. The team I work with are great.** People, local, salary, job satisfaction.



# Community Impact

Adding social value to local and global communities



04

## Social Value

As a company, we recognise that we play a role in shaping the communities we operate in and believe it is our responsibility to add value and make a difference.

We have a long standing history of working with local groups and charities raising funds to provide support where it is needed the most. Over the years, we have baked cakes, hosted coffee mornings, ran thousands of miles and even dressed up as our favourite childhood characters. All in the name of contributing to the community.

Whilst COVID-19 had an impact on our fundraising activity in 2021, we were determined to still be able to make a positive contribution socially.

We made donations to two charities at the end of the year, one being a local charity to represent our staff and benefit the local community with the other being an international charity in order to fully represent our worldwide customer and supplier base.

In addition to this we have chosen the Guatemala Water Filtration offsetting scheme to offset our carbon emissions.

### Water Aid

1 in 4 people worldwide do not have access to a safe, reliable water source and changing water patterns continue to make it harder for those already struggling to survive. Water aid transforms millions of lives every year by improving access to clean water, toilets and hygiene. To learn more visit [www.wateraid.org](http://www.wateraid.org)

### The Wellspring

The Wellspring supports the people of Stockport that are homeless or at risk of losing their home. They provide the resources, understanding, and care that they need inside the community that we all share. Their professional staff and dedicated volunteers are there to understand the complex and individual challenges of every service user and help them make positive changes to their lives. They respond to a combination of issues surrounding housing, physical & mental health, domestic violence, substance misuse, debt, unemployment, illiteracy, and social exclusion. To learn more visit [www.thewellspring.co.uk](http://www.thewellspring.co.uk)

### Guatemala Water Filtration and Improved Cook Stoves offsetting scheme

The project is focused on providing clean drinking water and efficient cook stoves to

households in Guatemala

One of the major causes of deforestation in Guatemala is the harvesting of wood for cooking, heating, and water treatment. In addition to the environmental and health consequences associated with cooking with a traditional wood-burning stove, many Guatemalan women and children spend much of their time gathering fuel, instead of putting that time toward more productive purposes.

In Guatemala, water contamination leads to 1 in 20 children not reaching the age of 5 due to stomach illness.

The project will promote the distribution of improved energy- saving wood stoves and safe water treatment devices in Guatemala. The project will primarily work through local organisations, such as Socorro Maya and Ecofiltro to reach rural and peri-urban households with more efficient cooking and water treatment technologies that will reduce fuel use and improve health.

The project will distribute improved stoves and water treatment devices and will invest revenues from carbon finance into subsidies, social marketing, and the development of robust distribution channels. To learn more visit [www.climateimpact.com/global-projects/clean-water-and-cooking-guatemala/](http://www.climateimpact.com/global-projects/clean-water-and-cooking-guatemala/)





# Future Ambitions



2021 was only the beginning for us. It is our ambition to support scientific discovery that improves the lives of people across the globe in a completely socially responsible and sustainable way. Essential to this, is setting long term, necessary goals, challenging what we know, being honest and transparent on our progress and delivering on our commitments.

As we strive towards our future goals, we hope to engage our employees, inspire our stakeholders and ignite action amongst our suppliers and wider industry 'to create a better future' for everyone.



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