



AICO IN THE COMMUNITY

Education | Business Enterprise | Charity | Volunteering





ABOUT AICO

From its incorporation in 1990, Aico has rapidly grown to become the recognised market leader in domestic Fire and Carbon Monoxide (CO) protection that it is today.



Education, Quality, Service and Innovation are at the core of everything that we do. With life safety products, quality is paramount. All of our products are manufactured within the Ei group at our world class manufacturing facility in Ireland, where they have been developing and manufacturing alarms for over 50 years.

As part of this process, every single alarm produced is rigorously tested multiple times, ensuring that we maintain unrivalled levels of quality and reliability.

Throughout our history, we have led the way in providing innovative solutions and achieved numerous industry firsts, in the field of Fire and CO home life safety products.

This is coupled with our commitment to deliver outstanding levels of customer service, from initial alarm specification, through to unparalleled after sales support. Our dedicated team of Regional Specification Managers are always on hand to advise on best practice and complying with the latest legislation and standards, working alongside our customer service and technical teams to ensure you receive all the support you need.

Our support extends to education and training, be that our Expert Installer training scheme, dedicated industry training days and forums or Fire and CO awareness sessions for schools and communities. All of which can be delivered at our state-of-the-art Centre of Excellence or via our fleet of mobile demonstration units bringing our award-winning training directly to you.

As we look towards our future, we will continue to pioneer in the latest technological advancements in sensor technology and advance the connected home, maintaining our position as the leader in home life safety, promoting best practice and engaging with our communities to deliver safer homes.



in Futur

Neal Hooper Managing Director - Aico

400

百

240

10

aico

550



WHY AICO EMBRACED CSR

Aico in the Community was developed to give back to communities and to help make a difference. We are a strong company and very fortunate to be in a position to dedicate time and resources to support charities and organisations. We understand the pressures that charities, businesses and schools are under and how important it is that they get the support they need. It's about doing good.

Our Corporate Social Responsibility (CSR) programme is very much led from the top - our culture, our values, behaviours and ways of working are apparent, all colleagues are keen to get involved, volunteering their time to support CSR projects and helping raise funds for chosen charities. Colleagues have multiple days allocated throughout the year for involvement in CSR events and everyone is encouraged to use them. We also hold numerous events in the office such as charity cake bakes and dress down or fancy-dress days to boost fund raising."

Neal Hooper Managing Director - Aico



AICO'S CSR PROGRAMME

As the market leader in home life safety, we strive to deliver safer homes through engaging with our communities to educate and promote best practice. Our Corporate Social Responsibility programme enables us to do just this, 'Aico in the Community' was developed to provide support to both local and national educational and charitable organisations in building sustainable futures for our communities.

Since launching 'Aico in the Community' in January 2018, the programme has been a great success and has grown significantly. From early 2019 a member of staff coordinates the programme on a full-time basis with support from a CSR team. In order to achieve the aims and goals of our CSR programme, we focus on core areas; Education, Business Enterprise, Charity, Volunteering.



IN THE COMMUNITY



COMMUNITY LIAISON

Meet Jane - our Community Liaison for Aico in the Community. Jane has worked for Aico for the past five years and has been working as part of the Aico in the Community Team, Aico's CSR programme, since it was formed in May 2018. Jane initially volunteered to be on the Aico in the Community Team, as she has a passion for working with the local community, and wanted to take the opportunity to work with organisations in areas such as charity, education and volunteering.

Jane finds working on the Community Team a very rewarding and worthwhile experience, and was delighted to be offered the opportunity to become the lead on this programme by becoming Community Liaison, the contact for any organisations wishing to work alongside Aico.

Aico in the Community seeks to support local and national organisations across the UK in areas such as Education, Business Enterprise, Charity and Volunteering. The aim of our CSR programme is to be able to give something back to our communities. We strive to make a difference, create safer communities and sustainable futures. Since establishing the programme, with determination and commitment from all colleagues 'Aico in the Community' has grown from strength to strength. We are extremely proud to be able to support in the way that we do and we are very busy with current ongoing CSR activities. Aico have an exciting CSR plan in place for this year and beyond, with the focus being to successfully bring about the goals that we have set out to achieve."

Jane Pritchard Community Liaison - Aico



Contact Us

If you would like to get in touch with Jane or a member of the Aico in the Community Team please e-mail **jane.pritchard@aico.co.uk or community@aico.co.uk** or call **01691 664100**.



marches school





skillsCymru





Aico staff have attended our careers days, Speed Networking Events and speaking to 250 students in small groups throughout the day. We have also been lucky enough to take groups of students to Aico, where they have learnt about fire safety. Aico are committed to engaging with schools and the local community and students have benefited tremendously from their involvements. I look forward to inviting them to career events in the future."

Meg Murphy

Careers Guidance and Inspiration Officer - The Marches School

Becoming a STEM Ambassador has been really important as it means that we can support local events that create opportunities for education. I was delighted to become a STEM Ambassador and help to give advice, support and encouragement to young people thinking of pursuing a career in STEM."

Samuel Marston STEM Ambassador Product Development Executive - Aico

The trip to Aico was absolutely amazing, a fantastic experience for the students which gave them confidence gaining knowledge of fire awareness in the workplace and their own homes. They also gained valuable knowledge of varied employability opportunities. All of the Aico staff were very accommodating and friendly towards our students. We would like to say a big thank you to Aico for providing this experience and we very much look forward to working with the team again in the future."

Ruth Braddick Teacher - Derwen College, Walford



Aico understand the importance of supporting education, realising the pressures that schools and colleges are under financially.

Aico show continued support to schools with student work experience programmes. The programme involves students working alongside staff in various departments, to enable them to experience all aspects of a busy office working environment. Our aim is to encourage students to interact and gain experience by being involved in activities and projects during their placements.

Our staff are willing to take time out of their normal working day to participate in educational sessions such as school careers fairs, apprenticeship events and classroom engagement sessions.

We are currently focusing on supporting local schools by offering students career guidance. Focusing on awareness of how a successful business operates, staff from various departments can give advice and share their career experiences to assist students with their future career choices. In 2019, Aico were invited by Shropshire Councils Careers Enterprise Company to join the Enterprise Advisor Network. A member of staff has become an Enterprise Advisor, their role is to link schools and colleges to employers and help them to deliver world class support for young people by building networks and supporting careers leaders.

Aico's apprenticeship scheme, launched in 2018, has also been a success. We see apprenticeships as an investment, as well as providing excellent career opportunities to local young people. Aico offer students of all ages the opportunity to attend Fire Awareness and Safety Sessions at our Centre of Excellence as well as in schools. This teaches young people through visual interactive engagement about home life safety, by raising awareness of fire hazards within the home and the dangers of Carbon Monoxide.

Science, Technology, Engineering and Maths (STEM) workshops are also run at our Centre of Excellence as well as multiple schools across Shropshire. A former apprentice, now Product Development Executive has recently become a STEM Ambassador for Shropshire.













11



-1



BUSINESS ENTERPRISE

Building relationships with local businesses and organisations is the essence to sustainability within our community.

As patrons of the Shropshire Chamber of Commerce, we attend local networking events to encourage the building of relationships with local companies and organisations who provide a variety of services and where local suppliers are always given the opportunity to tender for new work.

We offer our Centre of Excellence facilities at no charge to local organisations and charitable trusts within Shropshire, including councils and our local Business Improvement District body, for them to host networking events and business meetings to assist and promote the work that they do. Santander were thrilled to be guests at Aico, the day was a real success, packed with real tangible insights on how this £100m+ business retains care and passion for its people, as well as supporting the local community in many ways. We are very much looking forward to working with Aico in the future."

Louise Guise Business Manager - Santander Breakthrough



I just wanted to say thank you to Aico for the fantastic hospitality and for the wonderful donation. It really means a lot to us. Things have been very challenging this year for The Movement Centre, with the NHS cuts, so support like that of Aico's really does make a huge difference. We all loved having a tour of the amazing building and we really appreciate the offer of using the facilities in the future. We really cannot thank Aico enough."

Victoria Handbury-Madin Chief Executive - The Movement Centre



On behalf of Macmillan Cancer Support, I would like to say a huge thank you to everyone at Aico for everything that they have done to achieve their amazing fundraising total of £20,100 in 2019. It has been a pleasure being involved and supporting the team in their various activities with everyone working together to achieve this fantastic total."

Kate Thomas Regional Fundraising Manager - Macmillan







As part of our 'Aico in the Community' programme, we show continued support to many charities.

Our Charity of the Year 2018 was the Electrical Industries Charity (EIC). The EIC work across the UK supporting those in need who work or have worked in the electrical industry.

They provide practical support and financial relief in many areas including poverty, homelessness and mental health support. The charity provides well-being solutions that transform lives.

As part of our ongoing commitment and support to the EIC, Aico have collaborated with the EIC to help educate and increase understanding of mental health awareness with virtual, online training. Together with the EIC, we will be facilitating the delivery of free of charge, online mental health awareness sessions delivered by a qualified EIC trainer. These informative sessions will be available nationwide to all those in the electrical industry. Aico's support to charities is on-going. Macmillan Cancer Support was our Charity of the Year 2019. Over 50% of staff successfully completed multiple fundraising challenges and sporting events last year, including a twenty-six mile hike, 10k runs, cycling challenges and a charity race night, raising funds for a charity very close to many hearts.

As well as our Charity of the Year and numerous office fundraising events, each member of staff is asked every year to nominate a charity of their choice, either local or national, to receive a donation before Christmas. Last year's donations amounted to over £70,000.

We have various charities that our staff will be supporting in 2020 across Shropshire, through volunteering opportunities and fundraising activities. Our Charity of the Year 2020 is 'Everything Shropshire' supporting and working with the High Sheriff of Shropshire, Dean Harris, we will be focusing on areas including addiction, domestic abuse, poverty and child deprivation.





The recruitment of volunteers represents a perennial challenge for the Nightingale House retail team, so when Aico contacted our hospice to offer their support we welcomed them with open arms. The Aico team were an absolute joy to work with, they took time out to help sort through donations at our Donation Centre on Whitegate Industrial Estate and it's great to see businesses being so proactive in the community. Their hard work has lessened the workload for our busy retail team, which is massively appreciated - thank you so much."

Jo Kearns Volunteer Manager - Nightingale Hospice



I am delighted that Aico is supporting Willowdene. Aico's support will make a significant difference to students accessing our service, many of whom live in our county. The majority of students face multiple issues in life including substance misuse, domestic abuse, unemployment, mental health challenges and restricted education. We are pleased to be providing life changing interventions through the support generously offered by Aico."

Dr Matt Home Director - Willowdene Rehabilitation

Willowdene



We show continued commitment and support to our community, our aim being to build relationships with local community groups and charitable organisations and assist by offering volunteering opportunities to staff.

Aico offers and encourages staff members to take time out of their normal working day to volunteer and help within the community and every staff member is given multiple days per year for volunteering activities.

Examples of activities include garden maintenance at a local Children's Hospice to improve their outside space, helping at our local Food Bank, from collecting food donations to staff helping pack Christmas Hampers for those struggling financially.

We understand the importance of educational encounters with students and how this links to the future of progression by participating in local school careers fairs, apprenticeship events and school engagement sessions. Willowdene Rehabilitation is a pioneering rehabilitation facility located in the heart of West Mercia, providing innovative rehabilitation, targeted training, work experience and resettlement to men and women facing complex issues. Willowdene provides an inclusive, safe environment where men and women can identify, acknowledge and tackle the issues of their past so that they can understand their present and build their future.

Aico are proud to be supporting Willowdene throughout 2020 and beyond, with staff members volunteering at the site as part of their free community support days.

Aico colleagues have supported Willowdene with a variety of tasks and activities such as landscaping and outdoor maintenance, painting and decorating and assisting with livestock duties. **We always look for opportunities in which we can help within our community.**









OVERVIRONMENTAL IMPACT

Aico is an ISO 14001 accredited company; we look to continually reduce our environmental impact year on year.

Our packaging is made from recycled material and is 100% recyclable. All of our waste is sorted and 96% of our waste produced is either recovered or recycled. We reduced our plastic waste by over 1000kg in 2019. Aico maintains environmental certification so we are continually reviewing and improving our environmental impact. This is evident in the proposed changes to some of our packaging; new packaging on some products will be completely plastic free, saving six tonnes of plastic each year and a cardboard reduction of 28% with packaging being fully recyclable.

Aico have recently completed a new headquarters on a greenfield site in Oswestry. During the planning stages, every effort was made to reduce the project's environmental impact, including elements that will benefit both wildlife and residents. The building itself sits on three out of the seven-acre site, leaving the remaining four acres as landscaping. A PV solar garden lines the roof to offset the electricity usage of the building, an attenuation pond and rain water harvesting reduce the amount of surface drainage at the site and over 2,500 square metres of wildflower meadow have been cultivated to support and encourage native pollinators and their ecosystems.

Aico's environmental efforts also extend beyond our new headquarters; our fleet of company cars are predominantly hybrid vehicles and all of the secondary packaging of our life-saving products are made from recyclable material and are fully recyclable.









OUR FACILITIES

We offer our Centre of Excellence facilities at no charge to local organisations and trusts, including councils and local charities, for them to host networking events and business meetings to assist and promote the work that they do.

Local schools and colleges run various educational sessions and Enterprise Programmes within our Centre of Excellence. As well as our Expert Installer training scheme for electrical contractors and apprentices, Aico also offer students of all ages the opportunity to attend Fire Awareness and Safety Sessions at our Centre of Excellence, providing expert training in fire hazard awareness within the home and the dangers of Carbon Monoxide.

Breakout Room

With a bespoke integrated AV system incorporating two 75" TV screens and one 55" TV screen, the Breakout Room is ideal for small meetings, networking and refreshment breaks. The room seats up to 60 people with two kitchen areas including coffee machines.

Ember Place

Ember Place is a mock bungalow fully furnished and fitted with Aico alarms that was created to help demonstrate alarms and accessories in context within a property. Comprising of a 60's Living Room, 90's Kitchen and futuristic Bedroom, the rooms demonstrate exactly where alarms should be sited and help to educate all visitors on Fire & Carbon Monoxide risks within properties.

Technical Workshop

The newly extended Workshop seats up to 64 people and is a hands on area for training on installation and wiring. The fully equipped Workshop allows visitors to get up close with our products and is also the setting for many Expert Installer training sessions. The Workshop also includes a specially made smoke chamber allowing for live fire demonstrations, providing an innovative way to understand the dangers of fire and how the alarm sensors work to detect the incidents.

Auditorium

The Auditorium is perfect for presentations and conferences, seating 116 people. It is equipped with a 4m projector screen, 4k projector and electric blinds.

Flexible Meeting Room

The Flexible Meeting Room is ideal for meetings and training sessions. Seating up to 40 people comfortably around two tables, the room contains presentation facilities including an interactive smart board and lectern.

Mobile Training & Demonstration Units

Bringing our products, technologies and training to you. The latest addition to help support customers is our new Mobile Training & Demonstration Units. Designed to enable a complete overview of our products, technologies and knowledge, they travel the length and breadth of the country to give more of our customers a chance to get closer to Aico. Customers can get hands on with the alarms, take a virtual tour of our factory in Ireland and get to grips with all of the latest technologies through our free, educational training sessions.



FIRE SAFETY SESSIONS

Working closely with schools and colleges within our community is key and we are constantly embedding activity into our work ethos. Staff members volunteer their time to run on-going Fire Safety Awareness Sessions for students in schools, as well as at our Centre of Excellence training facility in Oswestry.

Aico were delighted to welcome twelve students and their teachers from North Shropshire College to our Centre of Excellence, to attend a Fire Awareness and Safety session.

The students are currently studying an Independent Living Skills course at the Walford Campus. This is a one-year foundation course to support them in gaining the skills for further education, voluntary or paid work and independent life.

Our Fire Awareness and Safety sessions are aimed at young people of all ages to provide training to make them aware of fire hazards within the home and the dangers of Carbon Monoxide. We provided our workshop facility to run an interactive challenge on Fire and Carbon Monoxide alarm siting.

The students also benefited from a tour of our Head Office, to give them an insight into how people operate in a busy working environment and a presentation was given by members of the Aico in the Community Team to advise students on future interview skills.

> It was amazing and just pitched at a suitable level but offered stretch and a challenge too. A huge thank you and I hope to bring another group later in the year."

Dawn Sloan Lecturer - North Shropshire College, Walford Campus



Tenant engagement is a key part of our efforts within communities as there are often barriers to engaging successfully with residents. It is vital for residents to be aware of the importance of regular testing and maintenance of their Fire & Carbon Monoxide alarms, so we came up with a handy tenant pack comprising of posters, coasters, magnets and pens encouraging tenants to test their alarms. In addition, we have partnered with Inside Housing on the Resident Safety Campaign, an initiative with the aim of increasing the awareness of resident safety and the strategies available to Housing Associations and Landlords, promoting best practice and sharing practical advice on access issues and safety in supported living.

Attending events aimed at tenants and families is vital to promoting awareness of Fire & Carbon Monoxide safety within the home, encouraging active involvement and engaging with residents in a friendly and informal manner.

In 2019, Aico attended London Borough of Camden's Family Fun Day in partnership with Mulalley Co Ltd, which was aimed at young people for whom English is not their first spoken language and who currently translate key messages for their parents, regarding fire safety. Mulalley's mascot, Safe Sammy, was also in attendance to hand out goody bags to the children.

August 2019 saw the Lewisham Garden Party for residents of Lewisham Homes, celebrating 100 years of social housing. There was a great turn out of residents who enjoyed live music, arts and crafts and family theatre. In collaboration with the local police and fire service, Regional Specification Manager for London South, David Cunningham delivered important and helpful advice to residents on the importance of testing and maintaining their Fire and Carbon Monoxide alarms. With a decorated stall, David educated residents and their children through interactive demonstrations and informative colouring packs, as well as giving away Carbon Monoxide alarms, to further raise awareness of Carbon Monoxide and home fire safety among the residents.

We were delighted to take part in Camden's Family Fun Day. Mulalley is always keen to give back to the communities where we are working and assisting families with fire alarm safety is of key importance."

Bruce Benson Operations Director - Mulalley Co Ltd

Through using educational worksheets about alarms, the effects of Carbon Monoxide and the importance of testing alarms on a monthly basis was conveyed. The worksheets were effective and encouraged the young people to be practically involved."

Tina Mistry Southern Specification Manager - Aico



COMMUNITY TIMELINE

10th January 2019

Students from Derwen College, Walford visited the Centre of Excellence for a Fire Safety Awareness day. Liam Edwards, Co-Ordinator at Derwen College, Walford, commented: "It was important for us to work with Aico to link the day with employability skills, as this is an essential part of the students learning at the Derwen College. The students experienced a fantastic opportunity to look at various career paths and transferable skills in the workplace."



March

2019

7th April 2019 Whitchurch 10k Kelly, from our

Sales Department represented Aico at the Whitchurch 10k.



April

2019

22nd June 2019 Oswestry Midnight Ride

Riders cycled the 72-miles, which started and finished at our Centre of Excellence in Oswestry, with the turnaround point being a 12-mile lap around Lake Vyrnwy. Our Product Development Manager, Michael

Wright participated in the ride. Aico staff volunteered to support the event by helping with food and refreshments for the riders before and after their ride. It turned out to be a very successful event and raised £2,500 for Severn Hospice.



17th July 2019

Aico in the Community team took part in a STEM based workshop day for students at the Hadlev Learning Community School (HLC) in Telford. Natalie Stewart, STEM Co-Ordinator at HLC commented: "Aico provided an engaging. interactive and educational STEM activity for our students STEM dav at HLC. All of the students have said how much they enjoyed the activities. learnt a lot about fire safety and have already asked if they are coming back next year."



July

2019

January 2019

February 2019

11th February 2019

Jane Pritchard was appointed as the main contact for Aico in the Community.



7th March 2019

Jane and the team attended The Apprenticeship Show 2019 to speak with students about Apprenticeship opportunities. #ApprenticeShow2019 #NationalApprenticeWeek #NextGeneration



20th May 2019 Aico staff held a charity horse racing night in aid of Macmillan.



15th June 2019 26 Mile Jurassic Walk 10 members of staff took part in Macmillan, Jurassic Walk.

Mav

2019



19th July 2019

June

2019

Aico staff took part in a sleep out at Shrewsbury Town Football Club. For one night only, staff slept on cardboard with a sleeping bag to help raise money and awareness for the many people who are homeless. Thank you to #STFCSleepout2019 for organising this event to raise awareness. #SHREWS4ALL



15th August 2019

During August, Aico staff took part in some outdoor maintenance and made two visits to Hope House Children's Hospice in Morda, Oswestry. Staff members volunteered their time to carry out the painting and decorating of sheds and benches and general maintenance of the garden. Staff were also given a tour of the hospice and were shown the amazing facilities that the centre has available.

Jim Rowlands, from the Hope House Maintenance Team commented: "A big thank you to the Aico staff that volunteered to come along and help us with some jobs around the hospice gardens. We all had a great time and got lots of essential jobs done around the Hospice. It's great when people can come along to give us some help and see what we do. Once again a big thank you and we look forward to perhaps seeing you for a visit in the not too distant future"



13th September 2019

Aico attended the annual Coracle World Championship

which took place at the Pengwern Boat Club in

Shrewsbury. This was the second successive year Aico

had attended the event and this time entered two

teams, 'Aico Tubbies' who were rocking the fantastic

Teletubby costumes and 'Aico Close Boat No Cigar'

who went for the Super Mario theme. Both teams were

captained by experienced veterans of the Coracle World

Championship Race, Matthew Small, Commercial & Finance Director and Alex Garmston, Marketing Executive.

13th October 2019 Oswestry 10k

Aico staff members, Laura Opechowska, Louise Reid, Alex Garmston, Matthew Small and Ady Jennings took part in the Oswestry 10k 2019. Despite the rain and the challenging route, all members of the team did RUNbelievably well! #AicoInTheCommunity #ChallengeYourself



22nd September 2019 7 members of the staff took part in Macmillan Ludlow Cycling Festival



14th November 2019

Aico and the EIC join forces to support the understanding of mental health awareness.



27th November 2019 Santander Breakthrough Event





9th December 2019

On the 9th December we invited 7 year old Stanley to our new home for a VIP tour after he replicated our new HQ on Minecraft. Stanley got to meet the whole team and even helped the warehouse with packing an order! He finished off his tour with a special goodie bag, presented by Managing Director, Neal Hooper. #SupportLocal #SuperFan



August 2019

September 2019





Windermere Way Hike Aico staff took part in the Windermere Way Hike, a 15-mile walk around Lake Windermere, raising money for Macmillan Cancer Support.



15th November 2019

Novembe

2019

Aico staff took part in the annual BBC Children in Need event and raised £231.00. #TogetherWeCan #ChildrenInNeed2019 #Pudsey



13th December 2019

December

2019

Aico staff members Matt, Ryan and Lorna joined volunteers from Practice Plan and staff from the Oswestry and Borders Foodbank at the Albert Road Evangelical Church, Oswestry, Together, they packed an amazing 197 Christmas Hampers for the local community, #SupportLocal



12th December 2019

Members of staff helped support the Oswestry Cambrian Rotary Santa Sleigh, who walk the streets of Oswestry each year to help spread Christmas cheer. The Rotary Club is supported by volunteers, including staff from Aico and The Movement Centre. It was an amazing atmosphere and helped towards raising a total of £7,300.



We are pleased that Aico agreed to support a tour of their offices and distribution centre, looking at various career paths and skills needed to achieve a successful career. These practical demonstrations opened the eyes of all attending, it showed a realistic, honest example of day to day living."

Peter Leddington Derwen College, Walford, Shropshire

4th December 2019 Shropshire Wildlife Trust, Meres and Mosses Business Environment Network event.



10th December 2019 £5,000 Donation to the Movement Centre.



We are very much looking forward to working with Aico in the future... This is an exciting opportunity for us in school and we are extremely grateful to staff at Aico for all their help and support in 2019."

Mandi Jones St Martins School, Shropshire

January 2020





10th January 2020

Aico were delighted to be taking part in the Shropshire Star STEM Challenge 2020, Aico will be working with Mary Webb School and Science College, based in Pontesbury and will be providing two mentors, Michael Wright, Product Development Manager and Samuel Marston. Technical IT Apprentice, who will be assisting and supporting students to put together their STEM projects, Samuel Marston, comments; "I am excited to be given the opportunity to mentor this project. Our aim is to inspire and engage young people in the world of STEM and demonstrate how these skills are very applicable to the world of work. I have some interesting ideas already in mind for this project and I look forward to working with students at the Mary Webb School."







Education | Business Enterprise | Charity | Volunteering

Aico Ltd

Maesbury Road, Oswestry, Shropshire, SY10 8NR

T 01691 664100 E enquiries@aico.co.uk

www.aico.co.uk



© Aico Ltd, illustrations, photographs, part numbers, layout and style are considered property.

Any reproduction, in whole or in part, is strictly prohibited without written permission. Our policy is one of continuous improvement; we reserve the right to amend designs and specifications without prior notice. Every care has been taken to ensure that the contents of this document are correct at the time of printing and we shall be under no liability whatsoever for any errors or omissions.