







TECH VICINITY RESPONSE TENDER SUBMISSION

09th March 2023

Executive Summary

Bradley Stoke Town Council would like to update its CCTV systems in line with the government's advice and surveillance standards across three sites: Jubilee Centre, Bailey's Court, and Brook Way. Tech Vicinity is happy to submit four proposals for installation of systems which meet the council's requirements across all sites and are within the council's budget. The proposals vary in kit provided by manufacturer and type of kit (IP or hybrid). Each kit fulfils all requirement with the cameras meeting the council's specification and end goal. Tech Vicinity would be delighted to implement any **one** of the below proposals for this contract. **Each individual proposal will deliver the full scope of the works across all sites**; thus the expectation is the council to select a proposal based on its priorities.

Tender Proposal Summary						
#	CCTV System	CCTV Type	Requirements met	Global Brand Reputation	Product Quality	Total Cost
Proposal 1	 Honeywell System	IP IR	<ul style="list-style-type: none"> Jubilee Centre Base requirement 	Excellent	Excellent	£ 32,200.00
Proposal 2	 XVISION System	IP IR	<ul style="list-style-type: none"> Jubilee Add-ons 1,2,3 	Very Good	Very Good	£ 24,600.00
Proposal 3	 Uniview System	IP IR	<ul style="list-style-type: none"> Bailey's Court Base requirement 	Good	Very Good	£ 18,900.00
Proposal 4	 Tech Vicinity System	Hybrid (HD Analogue/ IP IR)	<ul style="list-style-type: none"> Bailey Court Add-on Brook Way base requirement 	Average	Very Good	£ 15,300.00

Detailed equipment list is outlined in section 2 for each proposal. The works will be conducted in line with the latest government standards and guidelines on suitable suppliers. Additionally, Tech Vicinity's recommendations focuses on meeting the council's requirement. We therefore suggest surveillance hard drives to store 28 days of footage, and CAT6 cabling to replace all existing cables and for new cabling. The contract scope is as per the ITT, contractor Q&A document, and information collected on site with the council representative. Section 2 further outlines the network diagram for IP and Hybrid systems and the suitability for the council. IP system is formed solely of IP cameras, whilst Hybrid systems provides a cost-effective alternative by using HD cameras where possible; both systems use 8MP vandal proof cameras. Each proposal is covered by a **one-year installation warranty**, in addition to the manufacturer warranty.

Tech Vicinity is happy to also submit its offer for three-year maintenance of the system at **£ 1980.00 per annum** (starting from commissioning of system). This includes unlimited callouts and an annual planned preventative maintenance visit for all sites.

Legal notice and disclaimer

This document is part of the response by Tech Vicinity Limited registered at 21a Gloucester Gardens, Sutton, London, SM1 3EY to the request issued by Bradley Stoke Town Council relating to the ITT for CCTV Update and Replacement. This document, together with all related documents submitted by Tech Vicinity in response to the Request, shall collectively constitute and be referred to as the "tender."

The information provided in this tender is confidential and proprietary to Tech Vicinity and is being furnished with the understanding that it will be kept confidential and will not, without the express prior written permission of Tech Vicinity, be used for any purpose other than proposal evaluation purposes or disclosed to any third party. Tech Vicinity is pleased to submit this Proposal to the Bradley Stoke Town Council.

Introduction

We Understand the Needs of Bradley Stoke Town Council

We understand that Bradley Stoke Town Council requires the update and replacement of CCTV systems across different sites to ensure the security of sites and the safety of the town's residents. In our site visit conducted with the site manager the importance of a reliable system was emphasised. The current system as identified by the council requires upgrade and replacement in line with the government's standards for surveillance cameras. To achieve the aim and objective of the council's CCTV requirement the contractor should adhere to the following:

Reliability: the contract provider should reliably complete the installation and upgrade as per agreed timeline accommodating for the schedule and needs of various sites

Value for Money: the contract provider shall deliver the contract within the agreed budget and at a value which delivers value for money for the town's residents considering the financial challenges of current economic times for local authorities

Quality: the work delivered shall be of the highest quality ensuring re-work is not needed and mitigating the risk of faults in the system.

Proactiveness: the council expects the contract provider to proactively identify any risks which may impact the performance of the CCTV system and deliver as per the contract to ensure the CCTVs are continually operational.

Company Overview

Tech Vicinity specialises in design, installation, servicing and maintenance of CCTV and security systems, working with both public and private sector. We have nationwide coverage, working with clients across London, South-East, South-West, Wales, Midlands, and the North of England. We focus on end-end delivery from project design to maintenance and training support. Leveraging our decades of industry experience has enabled us to diligently serve our clients across the UK. We are rapidly expanding our talent pool across engineers, project managers, and security consultants to meet the growing demand for our services. We have been **operational since January 2016** (7+ years), with our employees' experience expanding 25+ years across CCTV, security systems and project management. We are a company which brings the drive and approach of an agile organisation with the experience of a seasoned security partitioner. Our years of experience with CCTV systems and our proven track record in meeting client needs will support us in delivering to the requirements of the CCTV contract. Tech Vicinity has honed its skills delivering similar projects working with a range of clients across sectors.

Public Liability Cover: £ 10,000,000

(Document supplied: *TechVicinity_PublicLiability_Certificate*)

Employers Liability Cover: £ 5,000,000

(Document supplied: *TechVicinity_EmployersLiability_Certificate*)

LEADER IN CCTV & INTEGRATED SECURITY SOLUTIONS

Core Capabilities



Supply, Design and Implementation of CCTV systems throughout UK



Full Security Solutions within the Public and Private Sector



Maintenance and Repair Services providing planned and reactive care



Maintenance and Repair Services providing planned and reactive care

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Company Profile

300+ 50+

Large scale CCTV installations

Key clients

25+ Years
of industry experience

Ecosystem Partners



SIEMENS

reolink



BOSCH

Honeywell



TECHVICINITY

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Section 2: Cost of CCTV Upgrade

2.1 Pricing Schedule – CCTV Contract

Tech Vicinity understand the scope of work of updating and installing new CCTV systems across three sites (detailed scope of work outlined in Section 2.3).

- **1a.** Jubilee Centre: Complete CCTV system with 15 cameras across main building and additional sites
- **1b.** Bailey's Court: Complete CCTV system with 18 cameras across main building and additional sites
- **1c.** Brook Way: Complete CCTV system with 9 cameras across main site

The council for this system can opt for **one** of the below solutions. All systems are offered with a complete **one-year warranty** for installation and update, and a further manufacturer's warranty for the products is provided.

All system ensure **28 days** of recordings stored with an inbuilt self-overwrite function. Additionally, CCTVs will be vandal proof, with vandal caging where necessary

New **CAT 5/ CAT 6** cabling across the three sites (using existing ducts and channels where possible and deemed adequate. We recommend using CAT 6 cables across all sites as they offer higher data processing speed.

We are excited to support Bradley Stoke Town Council in updating its CCTV system and believe these proposals delivers true value for money for the council. We will be happy to provide any **one** of the below quoted systems for Bradley Stoke Council.

Note: only one proposal is required by the council; all proposals independently offer the complete systems to meet the requirements across all sites including add-ons.


Tender Proposal Summary						
#	CCTV System	CCTV Type	Requirements met	Global Brand Reputation	Product Quality	Total Cost
Proposal 1	Honeywell Honeywell System	IP IR	<ul style="list-style-type: none"> • Jubilee Centre Base requirement • Jubilee Centre Add-ons 1,2,3 • Bailey's Court Base requirement • Bailey Court Add-on • Brook Way base requirement 	Excellent	Excellent	£ 32,200.00
Proposal 2	Xvision XVISION System	IP IR		Very Good	Very Good	£ 24,600.00
Proposal 3	uniview Uniview System	IP IR		Good	Very Good	£ 18,900.00
Proposal 4	TECHVICINITY Tech Vicinity System	Hybrid (HD Analogue/ IP IR)		Average	Very Good	£ 15,300.00

Tech Vicinity Proposal for Bradley Stoke Town Council CCTV Contract

Detailed view of each proposal is further presented outlining the products included in each system including models of cameras, NVRs, UPS, and hard drives.


Proposal 1

Description of Works: Installation of Honeywell IP camera systems across Jubilee Centre, Bailey's Court, Brook Way (including add-ons for all sites).

Tender Price Schedule – Honeywell System		
Kit details 	Equipment Cost	Installation Cost
Equipment <ul style="list-style-type: none">• 8MP IP IR Dome cameras HC35W48R2• 8MP IP IR Bullet cameras HC35WB8R2• 16 channel NVR HN35160216• 32 channel NVR HN35320400• UPS TALOS-T36• CAT 6 Cabling• Hard drives Seagate Skyhawk Surveillance 10TB• P2P Wi-Fi Link Ubiquiti NBE-5AC Gen2 NanoBeam• Other (24" HD Monitors, POE Wi-Fi links, connectors)	£ 23,400.00	£ 8,800.00
TOTAL (Excluding VAT)	£ 32,200.00	


Proposal 2

Description of Works: Installation of XVISION IP camera systems across Jubilee Centre, Bailey's Court, Brook Way (including add-ons for all sites).

Tender Price Schedule – XVISION System		
Kit details 	Equipment Cost	Installation Cost
Equipment <ul style="list-style-type: none">• 8MP (4K) AI IP IR Vandal Dome cameras X5C8000V-W• 8MP (4K) 16 Channel H265 NVR 16 PoE ports XN16P-2• 8MP (4K) 32 Channel H265 NVR 16 PoE ports XN32P-2• 32 channel NVR HN35320400• UPS TALOS-T36• CAT 6 Cabling• Hard drives Seagate Skyhawk Surveillance 10TB• P2P Wi-Fi Link Ubiquiti NBE-5AC Gen2 NanoBeam• Other (24" HD Monitors, POE Wi-Fi links, connectors)	£ 15,800.00	£ 8,800.00
TOTAL (Excluding VAT)	£ 24,600.00	


Proposal 3

Description of Works: Installation of Uniview IP camera systems across Jubilee Centre, Bailey's Court, Brook Way (including add-ons for all sites).

Tender Price Schedule – Uniview System		
Kit details 	Equipment Cost	Installation Cost
Equipment <ul style="list-style-type: none"> 8MP IP IR Vandal Resistant Dome cameras UNV-IPC328LE-ADF28K-G 8MP IP IR Bullet cameras model UNV-IPC2128LE-ADF28KM-G 12MP 16ch Uniview PoE NVR model UNV-NVR302-16E2-P16-IQ 12MP 32ch Uniview PoE NVR model UNV-NVR304-32E2-P16 UPS TALOS-T36 CAT 6 Cabling Hard drives Seagate Skyhawk Surveillance 10TB P2P Wi-Fi Link Ubiquiti NBE-5AC Gen2 NanoBeam Other (24" HD Monitors, POE Wi-Fi links, connectors) 	£ 10,100.00	£ 8,800.00
TOTAL (Excluding VAT)	£ 18,900.00	

Proposal 4

Description of Works: Installation of Tech Vicinity Hybrid camera systems across Jubilee Centre, Bailey's Court, Brook Way (including add-ons for all sites). Existing replacement cameras will be 8MP 4K cameras, with add-ons being 8MP IP cameras.

Tender Price Schedule – Tech Vicinity System		
Kit details 	Equipment Cost	Installation Cost
Equipment <ul style="list-style-type: none"> 8MP 4K Colour Night Vision Bullet cameras model KSBAHTC800FKPW 8MP Wide Angle 40M IR 4K Bullet cameras model AHDTA308MP 8MP 25M IR Full HD Dome cameras model KSCAHTC500FSH 12MP 16ch Uniview PoE NVR model UNV-NVR302-16E2-P16-IQ 12MP 32ch Uniview PoE NVR model UNV-NVR304-32E2-P16 UPS TALOS-T36 CAT 6 Cabling Hard drives Seagate Skyhawk Surveillance 10TB P2P Wi-Fi Link Ubiquiti NBE-5AC Gen2 NanoBeam Other (24" HD Monitors, POE Wi-Fi links, connectors) 	£ 6,500.00	£ 8,800.00
TOTAL (Excluding VAT)	£ 15,300.00	

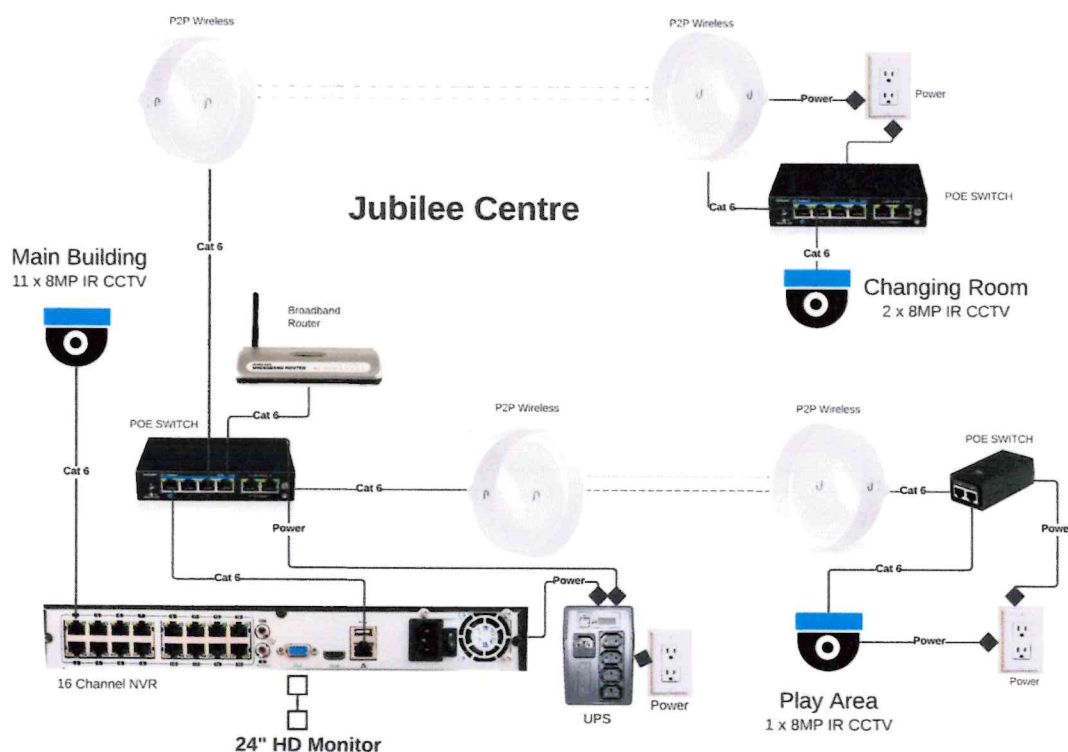
Installation costs for all proposals includes labour for setup, installation, commissioning, handover and training (where necessary) for the complete CCTV systems across all sites. Equipment costs includes all equipment as per the ITT. The prices are based on two **recommendations**:

- CAT 6 cabling across the CCTV network. We strongly recommend future proofing with CAT 6 cabling instead of CAT 5 due to vast performance improvement with minimal price variation
- 2 x 10TB hard drive (surveillance standard) across all sites. We recommend 10TB hard drives to ensure adequate resolution images with sustainable fps to serve the council's needs. This will deliver 28days of storage at 4K quality across sites.

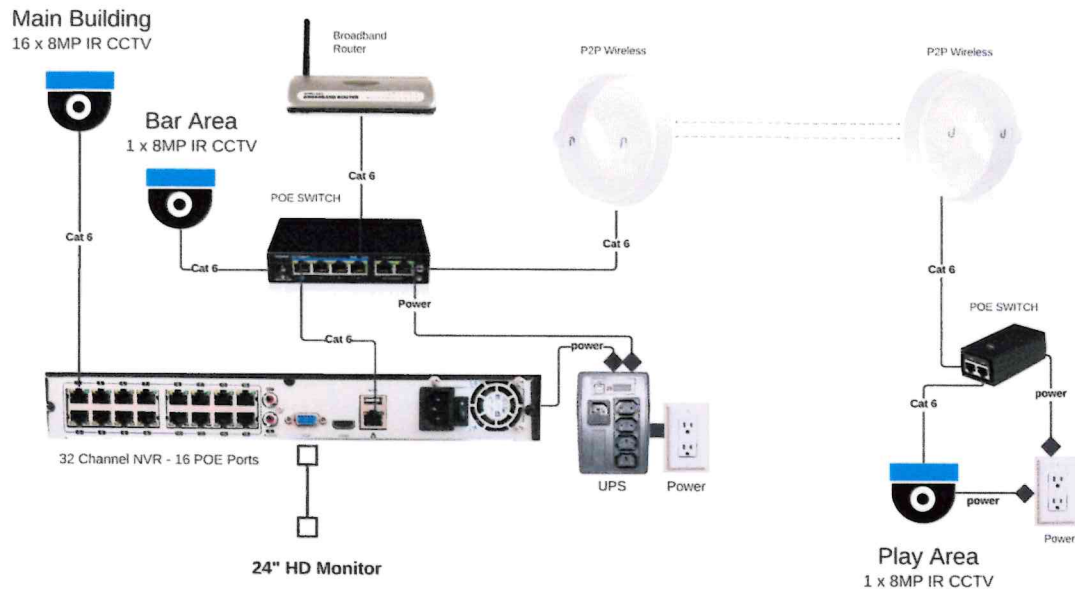
The contract includes supply of all equipment, tools, labour, all costs in connection with labour, health and safety requirements, mechanical plant, materials, tool maintenance, fuel and transport, chemicals, protective wear, and all other elements necessary for the work to be undertaken.

2.2 IP and Hybrid System Network Diagrams

IP system: consists solely of IP cameras. IP camera has a unique IP address. This video surveillance system represents a vast improvement over analogue cameras in terms of improved image and video resolution, digital zoom and progressive scanning, adjustable frame rates. These cameras, thus also lead to an increase in cost versus the analogue counterpart. **Proposals 1,2, and 3 recommend full IP systems** which meets the council's requirement and deliver within the budget.



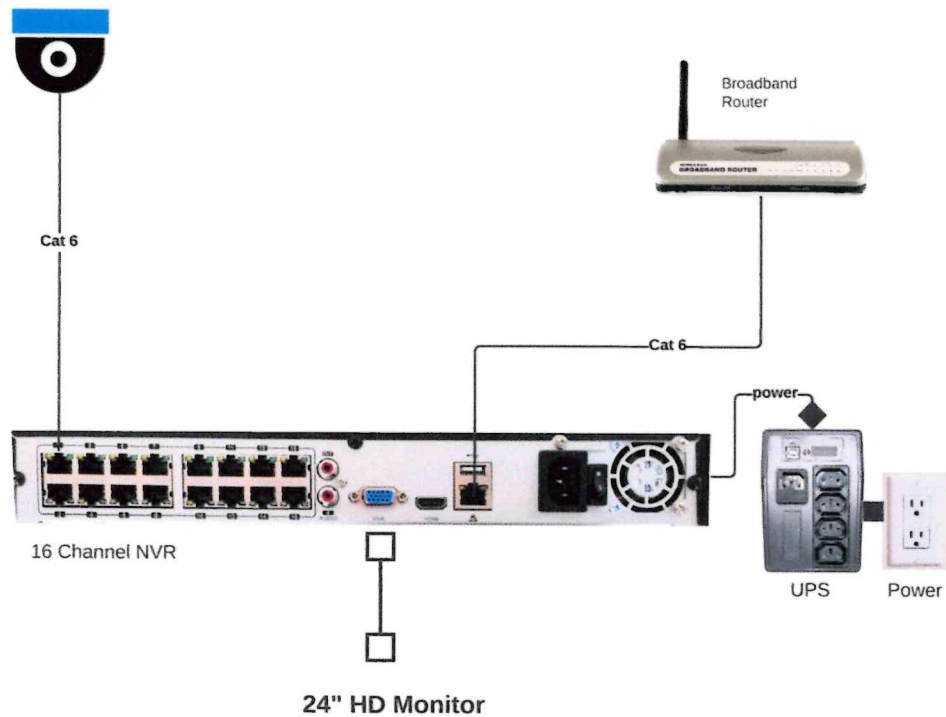
Baileys Court



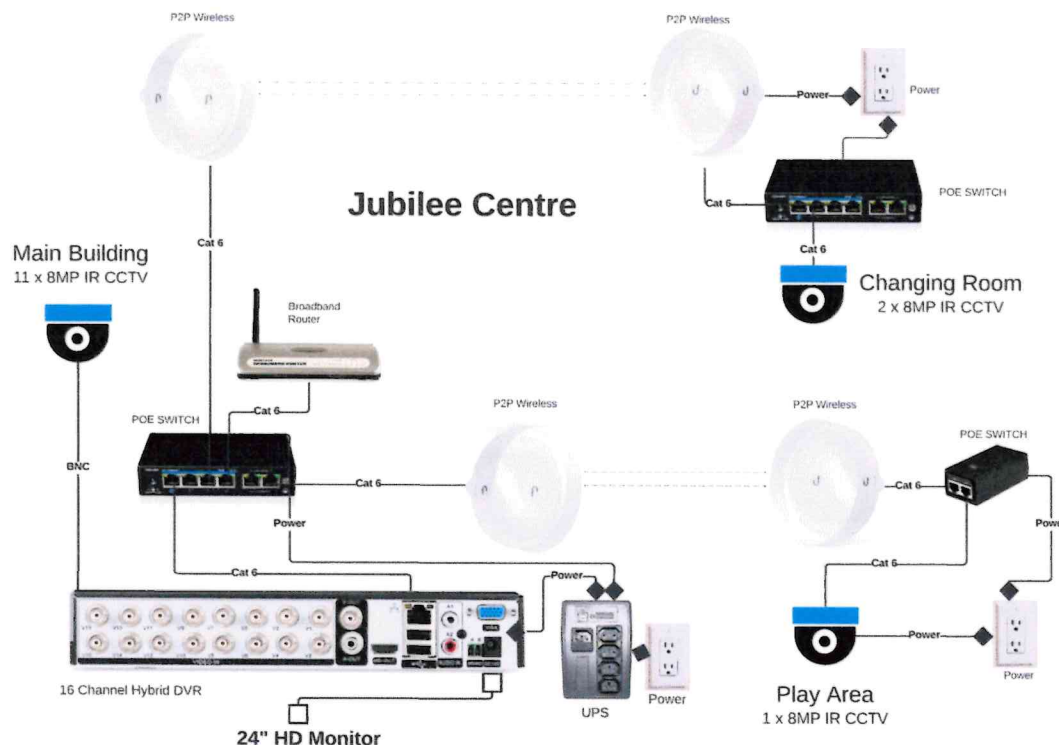
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Brook Way

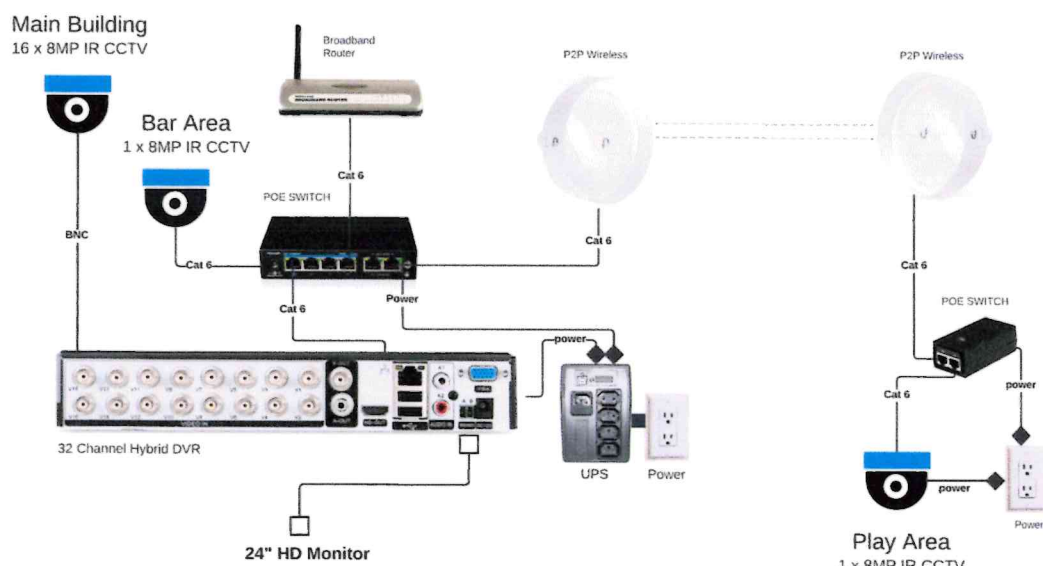
Main Building
9 x 8MP IR CCTV



Hybrid system: consists of IP and HD cameras. These cameras combine IP and analogue technology to offer image resolution which is an improvement on its analogue counterpart but does not extend to the functionality of IP. These cameras will suffice as a replacement for existing cameras across the three sites and are a viable cost-efficient solution for the council. **Proposal 4 recommend HD cameras to replace existing, and IP for new add-ons** which require Wi-Fi links. These cameras offer the necessary functionality for the council whilst being more economical.

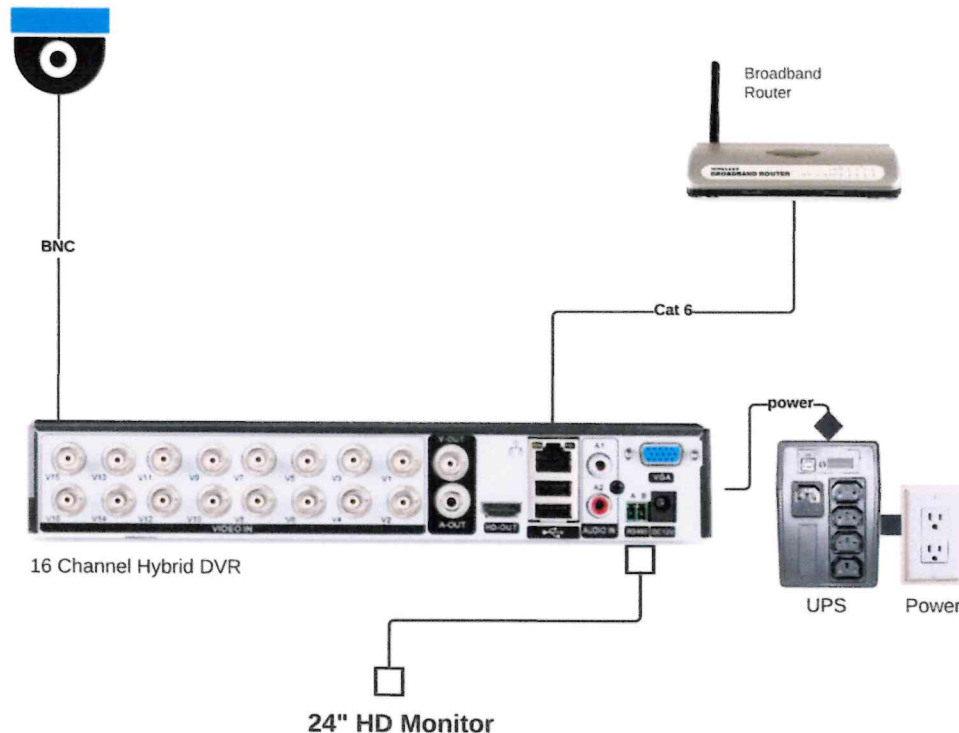


Baileys Court



Main Building
9 x 8MP IR CCTV

Brook Way



Maintenance Quote

Tech Vicinity is happy to also submit its offer for three-year maintenance of the system at **£ 1980.00 per annum** (starting from commissioning of system). This includes unlimited callouts and an annual planned preventative maintenance visit for all sites (inc. add-ons).

2.3 Contract Scope

Jubilee Centre (inc. add-ons)

Main Building:

Installation of 11 x 8MP IP IR/ HD cameras and fittings to replace existing (where necessary)

Installation of 1 x 16 Channel Network Video Recorder c/w 16 Port of PoE

CAT5/ CAT6 Cabling run through existing routes where deemed sufficient; aesthetics of the site to be maintained

1 x Uninterrupted Power Supply (UPS) for surge & spike protection (30min+ support for system protection)

2 x Additional Hard Drive – tech Vicinity recommend surveillance hard drive of 10TB to support 28 days of recording (all proposal include this)

1 x 24" HD Monitor setup in control room

Tech Vicinity Proposal for Bradley Stoke Town Council CCTV Contract

Changing rooms (Add on 1):
Installation of 2 x 8MP IR cameras and fittings
Installation of 2 x Wireless Wi-Fi Link

New Conservatory Camera (Add on 2):
Installation of 1 x 8MP IR camera

Play Area Camera (Add on 3):
Installation of 1 x 8MP IR camera
1 x Wireless Wi-Fi Link



Bailey's Court (inc. add-on)

Main Building:

Replacement of 16 cameras to 8MP IP IR/ HD cameras and fittings
Installation of 1 x new 8MP IR/ HD camera and fittings in bar area
Installation of 1 x 32 Channel Network Video Recorder c/w 16 Port of PoE
CAT5/ CAT6 Cabling run through existing routes where deemed sufficient; aesthetics of the site to be maintained
1 x Uninterrupted Power Supply (UPS) for surge & spike protection (30min+ support for system protection)
2 x Additional Hard Drive – tech Vicinity recommend surveillance hard drive of 10TB to support 28 days of recording (all proposal include this)
1 x 24" HD Monitor setup in control room

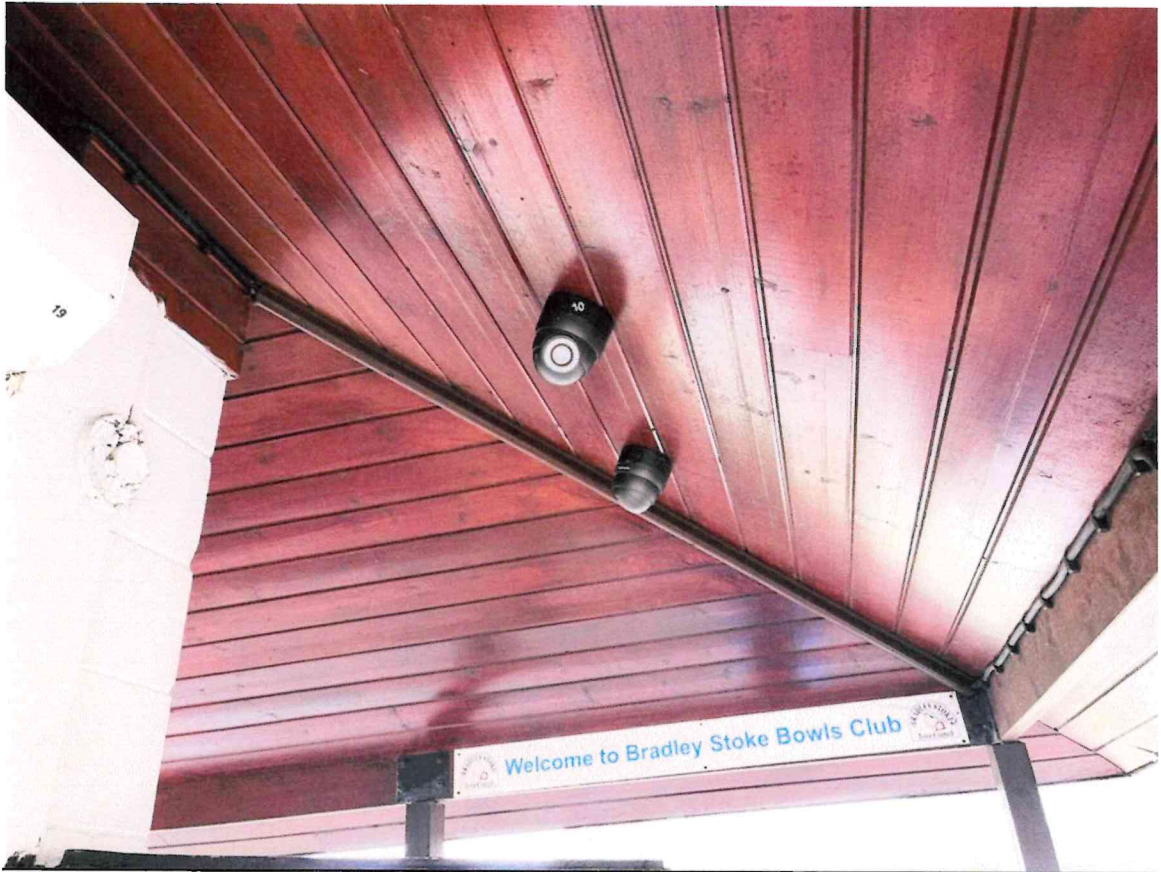
Tech Vicinity Proposal for Bradley Stoke Town Council CCTV Contract

Bowlers Shed (Add on 1):

Installation of 1 x 8MP IP IR camera

Installation of 1 x Wireless Wi-Fi Link

Camera mount to be installed as part of the proposals for P2P nano-beam



Brook Way

Replacement of 9 cameras to 8MP IP IR/ HD cameras and fittings

Installation of 1 x 16 Channel Network Video Recorder c/w 16 Port of PoE

CAT5/ CAT6 Cabling run through existing routes where deemed sufficient; aesthetics of the site to be maintained

1 x Uninterrupted Power Supply (UPS) for surge & spike protection (30min+ support for system protection)

2 x Additional Hard Drive – tech Vicinity recommend surveillance hard drive of 10TB to support 28 days of recording (all proposal include this)

1 x 24" HD Monitor setup in control room



Tech Vicinity will ensure all staff are suitably qualified, security checked and have received the necessary training and safety instructions in line with the risk assessment.

Tech Vicinity will liaise with the relevant authorities to access cameras which may include operating out of hours where necessary.

The following are not included in the cost and scope of CCTV contract (non-exhaustive list):

- Installation of new cameras and CCTV system beyond the scope of these proposals and ITT
- Major site preparation for camera repairs

Tech Vicinity to make Bradley Stoke Town Council aware of any electrical work needed ahead of commencement of work on site. Council to make provisions of electrical sockets/ fused spurs

Any works outside the scope of the contract will be agreed in writing with the Council before commencing.

Section 3: Management

3.1 Contract Approach

Tech Vicinity will conduct a site visit and align with council representative and site representative before commencing any work. This will include sharing of risk assessment and method statement, on-site point of contacts and schedule of works. Progress of work will be continually shared with key stakeholders via agreed means with the council and site representative. Upon completion of work the systems will be commissioned and handed over, including transfer of site-specific documents and any training manuals.

3.2 Contract Management and Governance

Tech Vicinity Project Manager for the contract: **Shahmeer Baloch**

Contact details: shahmeer.baloch@techvicinity.co.uk Tel: +44 (0) 7888 141 289

Project Manager will be the point of contact for liaising with the CCTV manager and the Council representative. The project manager will carry out the works as per Tech Vicinity's approach and governance. Tech Vicinity will share the relevant information with Bradley Stoke Town Council including project manager's mobile number, email address, and any security information required for the delivery of this contract.

Tech Vicinity will also share contact information for key personnel including engineers, management team, health and safety inspector, and quality inspector working on site. Our operating hours are 08:00-18:00 Monday to Friday. Out of hours work will be co-ordinated where access may be restricted during these hours (the proposals provisions for out of hour work).

Tech Vicinity will produce detailed report after completion of work. This will be shared with the council representative via Tech Vicinity's project manager.

3.3 Programme of Works

Tech Vicinity will deliver the contract as per agreed timeline with the council and the site representative. Work can commence at one week's notice. The below gives an indicative view of programme of works and ongoing supporting activity.

Tech Vicinity Proposal for Bradley Stoke Town Council CCTV Contract

2023											
Month											
TBC											
Site 1: Prerequisites: site preparation for commencement of works Distribution of RAMS to stakeholders Upgrade and installation of CCTV systems Commissioning and handover											
Site 2: Prerequisites: site preparation for commencement of works Distribution of RAMS to stakeholders Upgrade and installation of CCTV systems Commissioning and handover											
Site 3: Prerequisites: site preparation for commencement of works Distribution of RAMS to stakeholders Upgrade and installation of CCTV systems Commissioning and handover											
Installation warranty in effect											
Ongoing routine and reactive maintenance (optional)											

3.4 Contract Team

We understand that selecting an experienced team is critical to contract success. We have a team that would bring extensive knowledge and experience in key areas such as:

- CCTV installation and maintenance
- Project management and account management
- Public sector delivery
- Health and safety
- Quality assurance and compliance

The core team will drive the contract; Tech Vicinity is committed to a delivery which is to Bradley Stoke Town Council's needs and will therefore ensure any new staff onboarded to support with the project receive the necessary training and support. Contract team:

	Experience	Contract Responsibility	Qualifications & Certifications
Sarfaraz Ahmed Head of Operations	10+ years of experience in security solutions and telecommunications. Specialisms includes: CCTV, M&E Installations, Engineering, Project Management	Overall head of delivery, maintenance, remote/ dial-in support, PPM, repairs	CSCS, City & Guilds
Shahmeer Baloch Head of Sales	10+ years of experience in security solutions across Aerospace and Defence, public sector, healthcare, and Consumer Good & Services. Specialisms include: Engineering, CCTV, Project Management, Business Analysis	Tender negotiations, scope change, commercials, Project Manager	PRINCE2, CSCS, IMechE, BCE
Sharyar Ahmed Head of Quality and H&S	10+ years of experience in Quality and H&S across automotive, aerospace and public sector. Specialisms include ISO standards, Quality Assurance, Health & Safety	Health and Safety Manager, Completing RAMS, Quality Checks	CQI, nabb, IChemE
Abdul Mutaal Operations Manager	6+ years of experience across multiple geographies in large scale construction and project management. Specialisms include: Programme Management, Site Supervision, Technical Delivery, CCTV installation	Maintenance, SLAs, call-outs, reporting and acknowledgments, remote/ dial-in support	CSCS, City & Guilds, ICE
Shafique Ahmed Operations Engineer	15+ years experience in management, construction, and security solution across public sector and retail sectors. Specialisms include: CCTV, M&E Installations, Engineering, Project Management	Day to day management of call out, leading site visits, PPM, repairs	CSCS, City & Guilds

TECHVICINITY

3.5 Case Studies

Tech Vicinity Proposal for Bradley Stoke Town Council CCTV Contract

Tech Vicinity has the skillset and experience needed to deliver the CCTV contract. The case studies below list some of our experience of working with relevant scope to the council's, in similar settings to this contract. Additional credentials can be provided if requested.

Case Study 1: Queen's Park Community School

Engagement Context

Installation, commissioning and maintenance of CCTV systems which included:

- Static cameras
- Hikvision PTZ Cameras
- Speed dome cameras

Installation across multiple sites within the complex including car park, library, offices, and sports fields followed by and extended maintenance contract. Scope included routine, and remote diagnostics

Project Approach

- Conducted a site survey with the client to outline approach and decide upon a final solution (including a phased approach)
- Installed new CCTV systems as per the requirement and project timeline, and incorporated transmission to the control room. Provided fibre connectivity via network switches (160m)
- Commissioned and hand over conducted with the client including active support post completion to facilitate smooth handover
- Carried out routine and planned maintenance and conducted work at height using necessary safety measures inc. scaffolding

Key Achievements and Testimonials

Successfully installed a bespoke security system meeting the project timeline of completing within school holidays, and inline with the initial budget. The final solution was compliant with the client's delivery and quality standards



Reference: mohammed.ahmed@aspirations-ms.org

Case Study 2: Student residential Complex

Engagement Context

Worked in conjunction with other contractors as part of a programme to support large scale project of student accommodation upgrade. The project required end to end management of CCTV systems

Project Approach

Tech Vicinity designed, supplied, and installed CCTV systems for the complex. The systems installed was a bespoke design which included sixteen cameras supported by NVR. The cabling was completed inconspicuously for security and aesthetics.

Key Achievements and Testimonials

The solution offered high level of reliability and overall value for the site and has seen minimal operational issues since completion. The client showed great appreciation for Tech Vicinity's work upon completion and highlighted the high quality of work throughout the project.



Reference: [Rahul Ashutosh \(sales.maldenhall@pilani.group\)](mailto:sales.maldenhall@pilani.group)

Case Study 3: Coventry Bangiton Fields

Engagement Context

Coventry Bangiton Fields identified the need to upgrade its security and IT landscape including core networking systems. Tech Vicinity was chosen to support with this transformation.

Project Approach

Tech Vicinity conducted a site visit to assess the current state and worked with site security and procurement to finalise a design which met the quality and time constraints. Scope required installation of security systems, network cabinets, and IT infrastructure to support core functions.

The installation provisioned for the client to monitor equipment health remotely and remote software upgrades.

Key Achievements and Testimonials

The successful delivery of the works has enabled the client to benefit from continuous health-check monitoring of their security systems.



Case Study 4: Care Dental Surgery

Engagement Context

Care Dental Surgery is a dental clinic located in Hammersmith London. The clinic wanted to upgrade their security system to ensure the safety of their patients, staff, and property. They hired Tech Vicinity, a leading provider of security solutions, to install a new security system.

Project Approach

The project scope included the installation of a Yale smart home alarm system and TECHVICINITY 4K 8mp full colour night vision dome cameras at the clinic. The TECHVICINITY 4K 8mp Dome shape cameras supports TVI, AHD, CVI and CVBS modes. It produces full colour images even at night by using visible warm light. These cameras have 4x greater resolution than normal HD 1080p cameras, and produce high-quality detail images. They also have a wide-angle lens, which ensures that they cover a wide area of the property.

Key Achievements and Testimonials

The project was completed successfully and the new security system has greatly improved the safety and security of the clinic. The clinic's staff and patients can now rest assured that the clinic is protected by state-of-the-art security technology.



Case Study 5: NHS Wandsworth Medical Centre

Engagement Context

The existing surveillance system at the medical centre was outdated and did not provide the level of detail and clarity needed to effectively monitor the property. In addition, the system was not able to capture full colour images at night, which limited the ability of security personnel to identify individuals and potential security threats.

Project Approach

Tech Vicinity was engaged to upgrade the surveillance system at the medical centre. The solution included the installation of 16 CCTV 8mp 4k full colour night vision cameras with a Hikvision Recorder. These TECHVICINITY 4K 8mp colour night vision cameras are designed to produce full colour images even at night by using visible warm light technology. This means that even in low light conditions, the cameras can still produce high-quality images with accurate colours.

Key Achievements and Testimonials

The installation of these cameras is a major upgrade for the NHS Wandsworth Medical Centre's surveillance system. The high-quality images and full-colour low-light capabilities of the cameras will ensure that the medical centre is well-protected at all times.



Reference: tauseefahmed@nhs.net

Section 4: Health and Safety

4.1 Health and Safety Management

It is Tech Vicinity's policy to provide and maintain safe and healthy working conditions, equipment, and systems to work for all our employees to minimise the risk of injuries or damage to health. Tech Vicinity is aligned with Bradley Stoke Town Council on ensuring that health and safety management for this contract provisions for operatives, public, and any other stakeholders necessary. Initial site visit conducted with the council representative provided an overview of site risks and access challenges. The figures below demonstrate some of the systems which will be accounted for in risk assessments and method statements.



Figure 4.1.1 Cameras at height, and in public places which form part of the contract scope

4.2 Risk Management

This section provides an overview of risks identified and mitigation actions through a risk assessment. Tech Vicinity will prepare site specific risk assessments for any works to be carried out and align with Bradley Stoke Town Council on risks and controls. This will be shared with site operatives, CCTV manager, and other key personnel impacted by site work.

Tech Vicinity Proposal for Bradley Stoke Town Council CCTV Contract

RISK ASSESSMENT		Location: Multiple (see Method Statement ref. F-061202)			 <small>Address: Gloucester Gardens, Sudon, London, SE21 4AS info@techvicinity.co.uk +44(0) 1454 277332</small>				
Contract: Bradley Stoke Town Council		Contract Number: F-061202							
Short Description: update and install of CCTV systems									
HAZARD		Likelihood	Severity	Risk	CONTROLS		Likelihood	Severity	Residual Risk
Use of Hand Tools	Cuts and Abrasions	2	2	4	<ul style="list-style-type: none"> Ensure Operatives are competent and fully trained in the correct use of tools. First Aid Kits supplied to all operatives 		2	1	2
Working at Heights	Slip, trip or fall whilst working at height causing injury.	2	2	4	<ul style="list-style-type: none"> Wearing of appropriate footwear for work at height e.g. heel-less/ low heeled shoes with non-slip soles for working from a kick stool. Steel toed/non slip soles for construction work. Consideration should be given to the hire of suitable equipment for specific jobs e.g. mobile elevated work platforms, scaffold etc. with trained staff and use of safety equipment e.g. harness etc. where appropriate. Appropriate equipment is provided to enable safe access e.g. kick stool, steps and ladders. Hand rails, foot boards etc. where provided/required are fitted. Ensure safe access for work at height and necessary elevation equipment to facilitate work. This includes using boom lift/ cherry picker where needed. User scissor lift and other modular equipment for low height access e.g. car parks Check load bearing capacity and balance of platform and ensure the setup minimises risk from falling objects Stop work procedure immediately if there is any safety concerns. Only competent persons to use/ assemble equipment where appropriate e.g. scaffolding Appropriate safety signage where appropriate. 		1	1	2
Personnel on foot	Struck by vehicles accessing site, Slips, trips, falls.	2	2	4	<ul style="list-style-type: none"> Clearly defined pedestrian access points will be installed to the site with directional signs Pedestrian route to be clear, clean, level, free of trip hazards and segregated using barriers / fencing 		1	1	2
Passing Traffic	Vehicle Hits Operative	3	3	9	<ul style="list-style-type: none"> Ensure all operatives are trained to always watch out for traffic. Barriers and signage are used to keep traffic away from danger points Display suitable warning signs where necessary 		1	3	3
Working in Car Park	Collision, unclear line of site	1	2	2	<ul style="list-style-type: none"> As far as reasonably practicable enable clear line of site Clear marking to cordon of working area Ensure clear route for vehicles and pedestrians allowing sufficient route for manoeuvrability 		1	1	2
Use of/ Refuelling Petrol Generator	Spillage/ Leakage	2	2	4	<ul style="list-style-type: none"> Engineers are trained in how to store and fuel generators. Fuel is kept out of direct sunlight in an appropriate can within the Operatives vehicle 		1	2	2
Manual Handling	Strain Injuries	3	2	6	<ul style="list-style-type: none"> Use of lifting equipment where possible. Ensure employees are trained in safe manual handling techniques 		1	2	2
Offloading	Strain Injuries	3	3	9	<ul style="list-style-type: none"> Ensure load is steadied to minimise swing or access movement for lifting or other necessary equipment. 		1	2	2
Mains Connection	Risk of Electric Shock	3	3	9	<ul style="list-style-type: none"> Ensure Operatives are competent and trained. Isolate lock and tag out power and test connections before work begins. All Equipment is PAT tested. 		1	3	3
Use of Power Tools	Moving Parts and Electric Shock	2	3	6	<ul style="list-style-type: none"> Ensure operatives are competent and fully trained in the correct use of power tools. Power tools are PAT tested periodically and appropriate guards used. 		1	3	3
Likelihood: 1=unlikely, 2=likely, 3=very likely					Severity: 1=minor injury, 2=three-day injury, 3=major injury				
PPE - Eye Protection <input type="checkbox"/> Ear Defenders <input type="checkbox"/> Hard Hat <input checked="" type="checkbox"/> Safety Footwear <input checked="" type="checkbox"/> Other <input type="checkbox"/> Safety Gloves <input checked="" type="checkbox"/> Overalls <input type="checkbox"/> Mask <input type="checkbox"/> High Visibility Jacket <input checked="" type="checkbox"/>									
Persons / Groups at risk					Employers <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Public <input checked="" type="checkbox"/>				
Assessed By:		Assessor's Signature:		Date Assessed:	Review Date:		Issue No:		
Sharyar Ahmed				04/03/2023	March 2023		01		

Notes:
1. Risk is calculated by multiplying likelihood by Severity

4.3 Method Statement

Detailed Method Statement providing an overview of the approach to working on site will be in the next phase of the contract.

- Pre-Installation:
- Make sure that civil clearance done prior to start the installation.
- Installation will be carried out as per manufacturer recommendations, Approved shop drawings and project specifications.
- Installation:
- Civil Clearance before start the installation of the CCTV system (Cameras & Panels).
- Check that all conduits for the Data of the camera installed as per approved shop drawings.
- Check that all panels installed as per manufacturer recommendations and all wires Identified.
- Check that the CCTV system and its Accessories approved as per material submittal.
- Check that the location of the camera/ panels and the position set as per approved shop drawings and manufacturer recommendations.
- Check that the Installed Camera is the correct type other (Bullet or Dome type).
- Refer to relevant CCTV drawing layouts and schematic diagrams for all active and passive components provided in this section for exact location and details of integration with other sub-systems.
- Check that Integration between the camera and the Access control system done as per approved schematic diagram and manufacturer recommendations.
- Check that the cameras setting and programmed as per project requirements and manufacturer recommendations.
- Installation of Wires:
- Install cables in raceways and cable trays except within consoles, back boxes, desks, and counters. Conceal raceway and cables except in unfinished spaces.
- Using CAT-6 type cable the maximum length of the cable not exceeds more than 90 mtrs. of manufacturer recommendation, which will provided from structural cabling system supplier.
- Comply with requirements for raceways and boxes
- Conceal conductors and cables in accessible ceilings, walls, and floors where possible.
- Wiring within Enclosures:
- Bundle, lace, and train cables within enclosures.
- Connect to terminal points with no excess and without exceeding manufacturer's limitations on bending radius.
- Grounding
- Comply with requirements for grounding and bonding for electrical systems for grounding conductors and connectors.
- Bond metallic equipment to the system grounding bus bar, using not smaller than the specified equipment grounding conductor Identification
- Programming

- After making sure all the system installed in correct way, programming of the system must take place before final testing and commissioning according to requirement and scenario of the system.
- Testing and commissioning of the system
- Technical Assistance and handover

Section 5: Quality

5.1 Quality management Vision and Mission

The Tech Vicinity Quality vision is that quality principles are naturally embedded in the way of doing business and that all our people take appropriate action in the following, with the overall goal of sustaining growth:

- Help identify, prevent, and manage risk
- Deliver consistent, predictable solutions and services
- Achieve consistently high client satisfaction

The management of the company is committed to a policy of Quality Assurance throughout the organisation specifically to ensure that the service provided and the product quality fully satisfies the contractual requirements of the customer, together with the standards of quality specified by Statutory and regulatory requirements and to continually improve the effectiveness of the Quality Management System. The Quality Management System Manual covers all aspects of the Company's Quality Policy. It is the policy of the company to provide a service of quality that will achieve customer satisfaction by performing discernibly better than that provided by the competition.

This Quality Management System Manual defines the organisation and procedures, in accordance with BS EN ISO 9001: 2015, BS EN ISO 14001: 2015 and other applicable statutory and regulatory QMS requirements.

5.2 Quality Management Framework

We have the following systems and procedures in place to support us in our aim of total customer satisfaction and continuous improvement throughout our business:

- regular gathering and monitoring of customer feedback
- selection and performance monitoring of suppliers against set criteria
- training and development for our employees
- regular audit of our internal processes
- measurable quality objectives which reflect our business aims
- management reviews of audit results, customer feedback and complaints

The senior management team are committed to maintaining compliance with all statutory, regulatory, legislative, and contractual requirements. We will provide an internal environment in which our people can become fully involved in achieving the organisation's quality objectives. We will measure our performance in key activities and use the data collected to make informed and effective decisions on how to improve our processes.

We aim to recruit and retain highly motivated, competent people. Our people are seen as our most important resource. We encourage their full involvement in order to develop their abilities for the benefit of the individual and the company.

We are committed to the continuous improvement of the products and services that we provide and to the effectiveness of our Quality Management System. We will set clear quality objectives and monitor our progress towards their successful achievement.

Section 6: Equal Opportunities

Tech Vicinity is commitment to equal opportunity, transparency, and compliance as part of its core values. Section 6 outlines the following:

- 6.1: Equality, Diversity, and Inclusion (ED&I) Policy
- 6.2: Modern Anti-Slavery Policy
- 6.3: Bribery & Corruption Policy

6.1 Equality, Diversity and Inclusion Policy

Tech Vicinity is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and services and/or facilities - is also committed against unlawful discrimination of customers or the public.

Our Purpose

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
2. Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership

- pregnancy and maternity
- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

3. Oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice and make business sense
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under

the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

5. Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Agreement to follow this policy

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with employee representatives.

Our disciplinary and grievance procedures

Details of the organisation's grievance and disciplinary policies and procedures can be found on company's HR drive. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

6.2 Modern Anti-Slavery Policy

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery, and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implement and enforce effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or our supply chain.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chain. We expect the

same high standards from all of our contractors, suppliers, and other business partners.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors, external consultants, third-party representatives and business partners.

We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any part of our supply chain.

The prevention, detection and reporting of modern slavery in any part of our business or supply chain is the responsibility of all those working for us or under our control.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

6.3 Bribery & Corruption Policy

The purpose of this policy is to establish controls to ensure compliance with all applicable anti-bribery and corruption regulations, and to ensure that the Company's business is conducted in a socially responsible manner.

Bribery is the offering, promising, giving, accepting or soliciting of an advantage as an inducement for action which is illegal or a breach of trust. A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

It is the Company policy to conduct all of our business in an honest and ethical manner. We take a zero - tolerance approach to bribery and corruption. We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

Tech Vicinity will uphold all laws relevant to countering bribery and corruption in all the jurisdictions in which we operate. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad.

Employees must not engage in any form of bribery, either directly or through any third party (such as an agent or distributor).

Employees to receive necessary training on this policy including how to implement and adhere to this policy.

Section 7: Environmental Sustainability

Tech Vicinity is committed to addressing the environmental challenges facing us globally. We believe our business needs to become a sustainability leader in its industry and drive ESG standards internally and across its clients and value chain. A sustainable future requires us to rapidly work towards achieving net zero and ensuring our progress is commercially and environmentally ethical. Our employees have a key stake in the sustainability of our plant and are the drivers behind our environmental policy and our carbon reduction plan.

Our goal: achieve net zero by 2028, before the target set by the Paris accord and the UK government. Our company operates in an industry which is a large contributor of carbon emissions globally. As an SME, our approach to achieving net zero before our major competitors is our drive to being an industry leader and the benchmark of best-in-class. Our carbon reduction plan outlines our approach to net zero.

7.1 Environmental Sustainability Policy

Tech Vicinity provides products and services in the field of security. The company is committed to ensuring the protection and enhancement of the environment through its operations. The environmental objective seeks to continually improve all aspects within the sphere of operations as far as economically and reasonably practicable. In order to achieve this objective, the policy is to:

- integrate the consideration of environmental concerns and impacts into our decision making and activities
- minimise waste and reuse or recycle as much of it as is possible
- minimise energy and water use within the company's buildings and processes in order to conserve supplies and minimise the consumption of natural resources
- As far as is possible, purchase products and services that do the least damage to the environment
- train, educate and inform our employees about environmental issues that may affect their work
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- communicate our environmental commitment to clients, customers and the public and encourage them to support it
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes

Tech Vicinity is committed to this policy and believes it will lead to improved efficiency, improved working environment and a more successful business.

7.2 Carbon Reduction Plan

Tech Vicinity aims to achieve net carbon zero by 2028. The target of achieving net zero is a central part of the company's environmental footprint goal. Tech Vicinity uses

benchmark for security industries and for companies of similar size to calculate progress and annual reduction rate. Additionally, the goals are aligned with Paris accord and in line with the government's long-term strategy of environmentally sustainable businesses.

Tech Vicinity uses international standard to calculate emissions and is focusing on scope 1 in 2023.

- Scope 1 emissions are direct greenhouse (GHG) emissions that occur from sources that are controlled or owned by an organisation (e.g., emissions associated with fuel combustion in boilers, furnaces, vehicles).
- Scope 2 emissions are indirect GHG emissions associated with the purchase of electricity, steam, heat, or cooling. Although scope 2 emissions physically occur at the facility where they are generated, they are accounted for in an organisation's GHG inventory because they are a result of the organisation's energy use
- Scope 3: All the other indirect emissions that result from a company's activities across its value chain. For example, a company that sends wastewater to a treatment plant will need to account for the emissions associated with that wastewater treatment in its Scope 3 calculations

Calculation Methodology

Tech Vicinity used a top-down approach using benchmarking to estimate emissions where detailed calculations are not possible. This includes using GHG Protocol Guidance, open-source information including NSTA natural gas carbon footprint analysis. This approach was coupled with a bottom-up methodology which focused on following areas for each scope (list non-exhaustive):

- Scope 1: Volume of fuel consumed in operations, purchased electricity on project works and in operations, energy consumption of tools and equipment
- Scope 2: Heating and cooling from and energy utility
- Scope 3: Amount of business travel and commuting, product lifecycle emission, value chain emissions

Emissions Reporting for 2022

Table 7.2.1 outlines our emissions for 2022.

Scope	Total metric tons of CO ₂ e	Key Drivers
Scope 1	0.6	Fuel and energy consumption of heavy-duty tools
Scope 2	3.9	Energy Utilities
Scope 3	68.9	Supply chain emissions and employee travel

Table 7.2.1 CO₂ emissions for 2022 in metric tons

Emissions Reduction Targets

The 2023 targets aim to reduce Scope 1 emissions by 40%, and scope 2 and 3 emissions by 10%. The forecasted burndown rate will aim to deliver carbon negativity through scope 1 before end of 2028. Key focus in 2024 Q2 would shift to scope 2, with 2025 and subsequent years primarily tackling scope 3.

Scope	Total metric tons of CO ₂ e
Scope 1	0.36
Scope 2	3.51
Scope 3	62.0

Table 7.2.2 target CO₂ emissions for 2023 in metric tons

Ongoing Initiatives

- Shift towards hybrid and electric fleet. Our current fleet is 60% hybrid or electrical. This initiative aims to reduce Scope 1 and Scope 3 emissions
- Use of LED and energy saving lighting at key sites
- Company-wide tree planting day. In 2022 we **planted in excess of 1000** trees across London and South-East England
- Energy consumption reduction drive across all sites. This included company-wide session on best practices
- Building internal benchmarking database to drive procurement strategy and strategic growth plans which are in line with the carbon reduction plan

Tech Vicinity understand the integration between Environmental and the wider ESG needs. This is a key driver for the company's CI initiative which works towards reducing waste in a sustainable manner.

Tech Vicinity understand the complexities of staying on course as the company grows; it is therefore driving internal governance and standards to deliver a future-state which aligns with the carbon reduction plan.

Adoption of technology has been a key lever for delivering in 2022 and will continue to be for 2023 and onwards. This includes adoption of remote working and implementation of AI GHG calculators.

Supporting Documents

Document	File Name
Public Liability Certificate	<i>TechVicinity_PublicLiability_Certificate</i>
Employers Liability Certificate	<i>TechVicinity_EmployersLiability_Certificate</i>



Tradesman Saver

CERTIFICATE OF PUBLIC LIABILITY INSURANCE

This Certificate has been issued by Covéa Insurance to provide a summary of Public Liability cover. For full terms and conditions of cover please refer to the Policy Wording and Schedule.

Policy Number: TECH13TR01
Name of Insured: Tech Vicinity Ltd
Business Description: IT Consultant
Security Camera Installer

Date of commencement of insurance: 05/01/2023

Date of expiry of insurance: 21/05/2023

The details of the Policy outlined below are a summary of the Public Liability Sub Section cover only. A copy of the Policy Wording setting out the terms and conditions of the Policy can be obtained from Henry Seymour and Company.

PUBLIC LIABILITY SECTION

Limit of Indemnity: £10,000,000
Excess: £250 (third party property damage)
£500 (use of heat)
£500 (damage to underground services)

Signed on behalf of Covéa Insurance (Authorised Insurer)

A handwritten signature in black ink, appearing to read "A. Funness".

Chief Executive Officer



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee has reasonable access to it in that form)

Policy Number: TECH13TR01

- | | | |
|---|---|--------------------|
| 1 | Name of Policyholder
And / or Trading Name | TECH VICINITY LTD. |
| 2 | Date of commencement of insurance: | 22/05/2022 |
| 3 | Date of expiry of insurance: | 21/05/2023 |

We hereby certify that subject to paragraph 2:

1. the policy to which this Certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, (b); and
2. The minimum amount of cover provided by this policy is no less than £5million (c)

Signed on behalf of Covea Insurance plc (Authorised Insurer)

A handwritten signature in black ink, appearing to read "A. Funness".

Chief Executive Officer

Notes:

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specifically applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply.
Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Covea Insurance plc
Registered in England and Wales no. 613259
Registered Office: Norman Place, Reading RG1 8DA
Covea Insurance plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and Prudential Regulation Authority