# Corporate Social Responsibility Policy



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CSR is defined as the integration of business operations and values, whereby the interests of all stakeholders including customers, employees, the community and the environment are reflected in the company's policies and actions.

#### Commitment

We are committed to:

Continuous improvement in our Corporate & Social Responsibility strategy.

Encouraging our business partners to strive for a matching purpose.

Acting in a socially responsible way.

Continually improving our performance and meeting all relevant legislation.

Encouraging our staff to be mindful of the effect of their actions on any natural resource.

The business to behave ethically and contribute to economic development while improving the quality of life of our workforce and their families as well as of the local community and society at large.

#### Purpose & Aims

The purpose of the policy is to make it clear to all stakeholders what we mean by CSR and how we propose to work towards achieving it.

In implementing this policy we aim to:

Be responsible.

Be an exemplar of good practice.

# **Standards of Business Conduct**

We, as the company, recognise that good CSR embraces all aspects of sustainable development and the way we affect people through our business operations.

We shall operate in a way that safeguard against unfair business practices.

We believe that a responsible approach to developing relationships between companies and the communities they serve, global or local, is a vital part of delivering business success.

When carrying out our business, in consultation with our customers, we will determine the environmental, social and economic issues.

Our contracts will clearly set out the agreed terms, conditions and the basis for our relationship.

#### **Corporate Governance**

We are committed to ensuring that our business is conducted in all aspects according to rigorous ethical, professional and legal standards.

All laws that regulate and apply will be complied with.

All groups and individuals with whom we have a business relationship will be treated in a fair, open and respectful manner.

Feedback on performance will be actively sought, and we will continually review all activities to ensure best practice is observed at all times.

We will allow customers and vendors to give feedback on our performance and ensure that all customer comments are analysed, responded to and where appropriate, acted on.

# **Environment**

Our objective is to endeavour to reduce our impact on the environment through a commitment to continual improvement.

The company commits to recognise community concerns about the methods in which we use raw materials, products and operations.

Prevent pollution to land, air and water.

To make safety, health and environmental considerations a priority in our planning and development of new products and processes.

To operate our facilities, and to handle our raw materials and products in a manner which is consistent with prudent environmental, health and safety practices and regulations.

To commit to reduce overall emission and waste generation.

To participate with all stakeholders in creating responsible laws, regulations and standards to safeguard the community, work place and environment.

#### **Human Rights**

We aim to support and respect the protection of internationally proclaimed human rights.

Vendors are actively encouraged to observe international human rights within their work.

#### **Equality and Diversity**

We aim to eliminate discrimination on any grounds and promote equality of opportunity in the supply chain

We will ensure that our customers and vendors are treated with respect.

Our range of contracts will take to into account the needs of a diverse customer base.

# Sustainability

Staff are asked to consider sustainability as a factor in all purchasing decisions.

We seek to minimise the adverse environmental effects of people travelling to from our premises.

#### Impact on Society

Our impact on the local and wider community will be understood and nurtured.

## **Ethics and Ethical Trading**

We will ensure clear visibility through our supply chains, so we know where all our products are made. Training will be provided to relevant people on environmental and social issues affecting our supply chain.

We will ensure that vendors uphold the workplace standards and behaviours consistent with the Company's requirements.

# **Biodiversity**

We actively encourage the use of sustainable practices in the maintenance of the Company grounds and premises.

# **Vendors (Suppliers)**

Vendors will be worked with to help us achieve our policy aspirations in the delivery of our products and services.

We shall encourage vendors to adopt responsible business policies and practices for mutual benefit. Where necessary, we will exert procurement to ensure that all of our vendors behave in a socially responsible way. This includes environmentally friendly products.

## **Health & Safety**

Will provide for all employees, so far as is reasonably practicable:-

Safe and healthy working conditions by controlling health & safety risks arising from work activities.

Safe plant and equipment adequately maintained.

Safe systems of work for all our employees.

Systems for the safe handling and use of articles and substances.

Such information, instruction, training and supervision as they need for them to carry out their work safely.