



## **Corporate and social Responsibility Policy**

**CSR is the integration of business operations and values, whereby the interests of all investors, 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 and Social Responsibility (CSR) strategy;
- Encouraging our business partners to strive for matching performance;
- 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 natural resources.

### **Purposes and Aims**

- The purpose of the policy is to make clear to everybody what we mean by CSR and how we propose to work towards achieving it. The CSR policy applies throughout all of the Company and governs our approach to our activities.

By implementing this policy we aim to:-

- Be responsible;
- Be an example of good practice.

### **Standards of Business Conduct**

- We recognise that good CSR affects people throughout our business operations;
- We will operate in a way that safeguards against unfair business practices;
- We believe that a responsible approach to developing business relationships between companies and the communities they serve, both locally and globally, is a vital part of delivering business success;
- When carrying out our business, we will determine the environmental, social and economic issues;
- Our contracts will set out terms and conditions for our relationship;
- We will continually promote our policy throughout the supply chain.

### **Corporate Governance**

- We will declare personal and corporate conflicts of interest and seek guidance from higher authority as appropriate;

- We are committed to ensuring that our business is conducted according to rigorous ethical, professional and legal standards;
- We endeavour to gain confidence in our decision making by the conduct and professionalism of all staff;
- All groups and individuals that we have a business relationship with will be treated in a fair, respectful and open manner;
- Competition will be reasonable and based on the quality, value and integrity of the products supplied;
- We will allow our customers and suppliers to give feedback on our performance and ensure that all comments are analysed, responded to and where appropriate, acted upon.

### **Environment**

- We aim to reduce the impact on the environment through a commitment to continual improvement;
- We will continue to work with our suppliers to reduce their impact on the environment;
- We will assess the usage of world resources, raw materials and the reduction and disposal of waste in our processes;
- We seek to minimise adverse environmental effects of global shipments and staff travel.

### **Human Rights**

- We respect and support the protection of internationally proclaimed human rights;
- Suppliers will be encouraged to observe international human rights.

### **Equality and Diversity**

- We aim to eliminate discrimination on any grounds and promote equality of opportunity;
- We will ensure that our customers and suppliers are able to work together in confidence and both be treated with respect.

Signed:



Date: 9<sup>th</sup> January 2014

Name:

Stephen Ellis/Tim Smith  
Joint Managing Directors