

Corporate Social Responsibility Policy

Everything for the office



Our Environmental Policy

We're committed

We realise that everything we do has an impact on the environment and we are dedicated to being a responsible company. Whether we're working with staff, customers, shareholders, suppliers or partners we are committed to acting responsibly.

We're always improving

We make sure our operations and activities meet relevant government and local regulations, as well as industry standards. Where possible, we seek to improve and exceed these standards.

We assess the impact of everything we do and make sure environmental responsibilities are central to our daily activities and decisions. We report and address environmental issues at a senior management level and ensure everyone is clear about their own environmental responsibilities.

We set and review targets to continually improve our environmental performance. Each year we monitor our progress, report it to staff and review this policy to account for changes in legislation and best practice.

We reduce our waste

We monitor the waste we produce and work to minimise it. We continually increase the amount we recycle and seek to improve our recycling procedures.

We work to reduce our packaging waste and impacts and seek to adopt environmentally friendly packaging materials.

Whenever possible, we will ensure the goods and services we purchase are manufactured, delivered, used, managed and disposed of in an environmentally responsible way.

We monitor our energy consumption and continue to minimise it conserving energy and using renewable sources where possible.



We work together

We encourage our stakeholders to minimise their impact on the environment through our procurement policies and practices.

Our suppliers & customers

We review our suppliers' environmental policies to ensure they operate responsibly. If a supplier does not have an environmental policy, we encourage them to develop one.

We monitor the number of environmentally responsible products we supply and aim to increase this range, working with our suppliers to source environmentally preferable products.

We encourage our customers to use more environmentally friendly products and services.

We lead by example and launch recycling initiatives to encourage our customers to recycle more.

We show customers how to reduce the environmental impact of our products and services across their life cycle.

Our people and community

Everyone who works with us has the opportunity to take an active role in the implementation and development of our environmental practices. We encourage all employees to recycle and provide training and recognise excellent practice within the company.

We are open and honest about our environmental procedures. We make sure relevant information about our environmental performance is available to the communities in which we operate.



Our Social & Ethical Policy

We believe sustained growth and profitability come from protecting our reputation and the trust and confidence of those we deal with.

We will be ethical in all our business activities and aim to be a responsible member of the communities in which we live and work.

We are dedicated to being an exemplary employer.

Management

We, the management, promise to:

Conduct our business by complying with government and local regulatory controls and industry standards, improving on them where possible.

Ensure social and ethical issues are reported and tackled by senior management and that each division head has clear responsibilities regarding sustainability.

Adopt procedures that identify, evaluate and minimise social and ethical risks resulting from our operations.

Strive always to perform better by reviewing our progress on a regular basis, setting clear objectives and establishing key performance indicators to monitor and measure achievements in agreed areas.

Review this policy on an annual basis to take into account changes, including legislation and best practice.



Stakeholders

We promise all our stakeholders we will:

Build long term partnerships, founded on trust and mutual advantage with all our business partners and within the communities in which we operate.

We promise our employees we will:

Create a working environment based on mutual trust and respect, and in which diversity and inclusion are valued.

Ensure fair treatment and encourage individuals to develop skills, including their awareness and understanding of sustainability issues, rewarding them for their contribution to the company's success.

Provide competitively positioned compensation and benefits to attract, retain and motivate talented individuals.

Discourage and speak out against discrimination, harassment or victimisation.

Provide safe and healthy working environments, with continuous improvement.

Communicate openly and actively encourage dialogue on this policy.

Provide training and information to everyone working with us, enabling this policy to be implemented and ensuring individuals understand and live up to their commitments.

We promise our customers we will:

Provide an excellent level of service in meeting their needs.

Treat customers fairly, openly and honestly, conducting all business with integrity.

Create truthful and transparent advertising and public communications.

We promise suppliers we will:

Work with both them (and subcontractors) to develop sustainable relationships based on mutual trust.



Choose as business partners those whose standards and ethical practices are compatible with our own.

Pay them according to agreed terms of trade.

We promise our competitors we will

Conduct business in accordance with this policy and not seek to damage their reputation.

Avoid discussing proprietary or confidential information with any contact.

We promise our community we will:

Make a positive contribution by encouraging open communication and collaborative approaches on community issues.

Support charitable concerns through donations and employee volunteering in areas where we feel we can make a real impact.

Ensure any relevant information relating to our performance is available wherever we operate.

