

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've established an environmental management system based on the requirements of ISO 14001. Auditing our environmental performance against ISO 14001 standards ensures we maintain the system.

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 make sure environmental responsibilities are central to our daily activities and decisions by ensuring everyone takes into account environmental issues when planning, implementing and undertaking projects.

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

We use resources efficiently

We monitor 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 aim to reduce our energy consumption and use renewable



sources where possible.

We neutralize our emissions

We aim to reduce the amount of greenhouse gases we release into the atmosphere to a sustainable level. Our approach is to take measures to reduce our carbon footprint combined with a progressive offsetting strategy. The more emissions we cut in future, the less carbon we have to offset to reach carbon neutral status. The projects that we invest in have additional social and economic benefits for the communities in which they are located.

We work together

We aim to increase the number of environmentally responsible products we supply and work with our suppliers to source environmentally preferable products.

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

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 our employees and 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.



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Proud to be a carbon neutral organisation with a quality management system certified to the ISO 9001:2008 standard.