



Social Responsibility/Ethical/Sustainability Policy.

Social Responsibility;

Legal:

The Company ensures that its business practises are legal, obeying regulations to help protect, customers and staff who rely on the business to be truthful about the products it sells.

The business will ensure that the following compliances are met:

Products:-

- compliant with UK law
- CE marked
- ROHS compliant.

Labour:

- Working time directive
- No employee under the age of 16
- Working wage requirement
- Compliant working conditions

Company:

- Economic responsibility including profitability
- Environmental requirements
- Being sustainable

Ethical Policy:

Working conditions

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Workers shall receive regular and recorded health and safety training and such training shall be repeated for new or reassigned workers.

Access to clean toilet facilities and to potable water and, the provision of sanitary facilities for food storage.

The company shall assign responsibility for health and safety to a senior management representative.

Working Hours

Working hours comply with national laws and benchmark industry standards, whichever afford the greater protection.

In any event, workers shall not, on a regular basis, be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period, on average.

Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated.

Discrimination

There is no discrimination on hiring, compensation, access to training, promotion, termination of employment or retirement based on race, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Inhumane treatment of employees

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Remuneration

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is the highest.

All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the express permission of the worker concerned.

All the disciplinary measures will be recorded.

Sustainability Policy:

We are committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs) as a guiding principle within our work. Concern for the environment is an integral and fundamental part of this commitment. Our aim is to reduce the impact on the environment from our operations.

We will:

- promote responsibility for the environment within the organisation and communicate and implement this policy at all levels within the workforce;
- reduce the use of energy, water and other resources;
- minimise waste by reduction, re-use and recycling methods;
- comply with all relevant environmental legislation/regulation;
- ensure that our policies and services are developed in a way that is complimentary to this policy;
- not prioritise funding needs ahead of sustainability requirements;
- encourage all charities to commit to the sustainable development philosophy;
- identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives;
- provide appropriate resources to meet the commitments of this policy; and
- promote and encourage involvement in local environmental initiatives/schemes.

The above policies are ongoing and will be added to when required.