

The company believes it is important to maintain high ethical standards. Having good ethics are important to ensure that, as a company, we not only meet our objectives in fair and reasonable way, but also consider our wider social & environmental responsibilities.

Compliance

The company will:

- Respect the law.
- Adhere to its internal policies and procedures.
- Ensure that all its business operations are legitimate.
- Ensure every partnership and collaboration is open and transparent.

Business ethics

We will always conduct business with integrity & respect for human rights and we will promote:

- Fair dealing
- Respectful trading between all parties
- Anti-bribery & anti-corruption practices

Environment

We are committed to preserving the natural environment and minimise our negative environmental footprint. Keeping the environment unpolluted and clean is clearly of benefit to all of us and it is our aim to become a role model within our industry by:

- Moving to an entirely digital flow of information and eventually achieving zero need for printing unless legally required.
- Choosing and promoting public transport as much as possible
- Choosing and promoting electric vehicles
- Selecting renewable or recycled materials where we can.
- Conserving energy
- Choosing renewable energy e.g., Solar

People

We will ensure that we:

- Do not risk the health and safety of our employees or members of the community.
- Promote an active and healthy lifestyle.
- Minimise the negative effect on local people and the surrounding areas.
- Support equality, diversity, and inclusion.
- Dedicated to protecting human rights.
- We are an equal opportunity employer.

- Donate to people in need.

We are aware that we can affect the environment not only by the way we act, but also by the business partners we choose.

All employees & business partners are required to adhere to the CSR policy and procedure on business ethics. Employees who breach the CSR policy on business ethics will be subject to disciplinary action.

The company promotes a free and open culture in its dealings between employees and all people associated with the business. Honest communication is essential if the CSR policy is to be successful. We do not believe that the giving and receiving of gifts from its suppliers & clients, regardless of value, is appropriate. You must inform your manager who will decide whether the gift can be kept or should be returned.

The company is committed to equality and diversity in the workplace and as such, it is the company's policy to treat all applicants & employees fairly and equally, regardless of their sex, age, sexual orientation, transgender status, beliefs, marital status, race, nationality, ethnic origin, or disability. All employees are required to conduct themselves in such a way that promotes equal opportunities at all times.

A handwritten signature in blue ink, appearing to be 'Lindsay Goubel', with a small dot at the end of the line.

Lindsay Goubel

Operations Director