



Corporate Social Responsibility (CSR) Policy

Statement of intent

Our Corporate Social Responsibility (CSR) policy is founded on the concept whereby organisations integrate social and environmental concerns into business operations and also into interactions with stakeholders and employees. As an organisation focused on the delivery of CSR activities and initiatives throughout our whole business, we value the principles of accountability, honesty and integrity in all aspects of our business.

We recognise that all our business activities have an impact on our environment, stakeholders and society as a whole, as we outline in this CSR policy. We are accountable for ensuring responsibility in our business matters, whilst also investing in our society.

Aim

To provide a solid foundation in the management and implementation of corporate social responsibility throughout our organisation.

Objectives

- To ensure that our business is conducted according to rigorous ethical, professional and legal standards at all times.
- To maintain a committed approach to improving the efficiencies of our environment, energy and waste usage.
- To engage and lead our employees and encourage and support growth through responsible means.



Our working principles

Employees:

We aim to deliver a competitive and fair environment for our employees and provide them all with the equal opportunity to develop and advance within the organization, subject to personal performance and business opportunity. We also recognise and follow the guidelines in the Investors in People accreditation and support our employees with their training needs.

Equality and diversity: We provide an inclusive working environment where all employees are treated with courtesy, dignity and respect. We are committed to ensuring all our employees feel valued irrespective of gender, ethnicity, sexual orientation, disability or age.

Learning and development: We are committed to creating a learning culture and providing opportunities to ensure that our people are equipped with the skills and knowledge to maximize business effectiveness. We will also support our people in realizing their potential while contributing to the development of the business and the achievement of its objectives.

Customers: Every individual in our business is responsible for ensuring that all communication with our customers, suppliers and the public reflects professionalism, efficiency, integrity and honesty.

Suppliers: We regard our suppliers as partners and therefore endeavor to work closely with them; this further enables us to achieve an efficient and transparent supply chain that incorporates our CSR principles.

Health and safety: We are committed to continuously improving our health and safety performance in order to ensure that the working environment is safe and fit for its intended purpose.

Community: We strive to be a good citizen wherever we operate, recognizing our responsibility to work in partnership with local communities. We also go beyond this in terms of volunteering at community events, supporting local and national charities and knowledge sharing with our society as a whole.



Environment: We have a solid commitment to reduce our impact on the environment through continual improvement of our business functions and processes. We recognize that our business activities have varying direct and indirect impacts on the society and environment in which we operate and we endeavor to manage and monitor these in a responsible manner. We also continually review our corporate social responsibility programme in order to ensure its effectiveness. In addition, our environmental policy forms the foundation for current and future CSR activities.

Transport: We encourage our employees to travel to work by public transport, car-share, bicycle or by walking. In addition, wherever possible, public transport is used to attend meetings.

Energy: We ensure that we are energy efficient throughout the whole business. This includes turning off appliances and lights when not in use, a comprehensive waste and recycling programme, minimising paper use and printing on 100% recycled paper.

Printed Name: Massimiliano Moltrasio

Position Managing Director

Signed:

A handwritten signature in black ink, consisting of a stylized 'M' followed by a long horizontal line.

Date:

14-09-2018