

## CORPORATE AND SOCIAL RESPONSIBILITY POLICY

As a business operating in a sector of constant contact with other companies and the public we aim to conduct business in a socially responsible manner, to contribute to the communities in which it operates and to respect the needs of employees, investors, customers, suppliers, regulators and other stakeholders.

The aim is to be a responsible employer and adopt values and standards designed to help guide our employees in their conduct and business relationships. We recognize our responsibility and integrity in meeting best practice benchmarks when interacting with its stakeholders.

### **Business Integrity**

The company will act in such a manner as to uphold and enhance our personal and business integrity and professionalism. It will engage in carrying out our business activities and operate in a professional manner. It will collaborate with and support suppliers and customers in carrying out our business and build our reputation on the merit of our services and refrain from competing unfairly with others. The Company will accept as a personal duty the responsibility to keep up to date on emerging issues with competence, fairness, impartiality, efficiency and effectiveness and demonstrate the highest standards of personal integrity, truthfulness, honesty and fairness in all activities in order to inspire confidence and trust in such activities. We will avoid any interest or activity that is in conflict with the conduct of our work responsibilities or duties and respect and protect privileged information to which we have access in the course of our work in accordance with any data protection legislation.

The company will comply with all relevant legislation and codes of practice and respect the structure and responsibilities of the board of Directors, provide them with facts and advice as a basis for their making policy decisions and uphold and implement policies adopted by the board of Directors

### **Employee involvement and employment practices**

The company is committed to achieving the highest standards in its workplace. The policies and practices in place to deter acts of harassment and discrimination are regularly monitored. We undertake training and maintain policies designed to prevent sexual harassment, discrimination and retaliation against individuals who report problems in the workplace.

The company recognizes the value of communication with employees at all levels and incentive schemes are run for the benefit of employees.

### **Equal opportunity, Fairness and diversity**

The company is committed to employment policies that provide and promote equal employment opportunities for all employees and applicants and to maintaining a workplace that ensures tolerance, respect and dignity for all its employees. No employee, contract or temporary worker or job applicant will be treated less favorably, victimized or harassed on the grounds of their disability, sex, marital or civil partnership status, race, nationality, colour, ethnic or national origins, religious or similar philosophical belief, sexual orientation, age or any other class protected by applicable law. The company will encourage and protect employees and stakeholders to raise concerns about any failing and will issue and promote our Equal Opportunities and our Anti-Bribery Policy both containing detailed information illustrating unacceptable behaviour and practices


### **Health and safety**

The company has a health and safety policy which is approved by the directors. Health and safety involvement ensures there is an effective structure for delivering compliance with the policy. Under the policy the Company has a responsibility to ensure that a healthy and safe working environment is in place for all employees.

### **Environment**

The company environment policy is approved by the directors. The nature of our business activities means that the most significant impact on the environment is the emission of greenhouse gases as a result of running the office, workshop and the associated travel. We seek to reduce emissions by purchasing electricity from

renewable sources where possible, minimising the amount of travel that its employees undertake and recycling much of the company's waste

Signed: 

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