

# Corporate Social Responsibility Policy

Sonae UK Ltd operate a Corporate Social Responsibility (CSR) policy to ensure we meet our responsibilities to the people we employ, our customers, supply chain and the community in which we operate.

Our aim is to conduct our business ethically by establishing and maintaining long-term relationships and to make a positive contribution to society with full regard to all stakeholder interests.

Through our managers and people we work hard to limit our effect on the environment, supporting our local communities, promoting equal opportunities, making sure we have a safe and healthy working environment and working with clients and suppliers who have similar values.

Our Social Responsibility Core Values are as follows;

- Transparency: being open to all stakeholders about the interests and processes of the company
- Fairness: Treating all stakeholders in a reasonable way
- Inclusiveness: involving all parties who are affected by the company and its business activities
- Responsiveness: responding to any concerns of stakeholders in a prompt and effective manner
- Integrity: being honest and sticking to agreed terms and principles
- Diversity: valuing and promoting diversity in terms of gender, culture and race
- Accountability: being completely responsible for company business activities

## 1.0 Our People

We expect our people to maintain the highest standard of integrity and honesty. To respect the human rights and the interest of our employees, clients, suppliers and other stakeholders.

As a registered company member of the Joint Industry Board (JIB) we offer clear and fair terms of employment for our employees including disciplinary and grievance procedures.

We offer a harmonious working environment with zero tolerance to bullying or to any form of intimidation or harassment to a person's sexuality, gender, beliefs or other personal characteristics.

We have a range of benefits to all company employees to ensure their general well being is prioritised and that we fulfil our duty of care obligations. Benefits include occupational health checks, flexible working, death in service benefit, sick pay and private health care cover.

We are committed to equal opportunity and diversity in employment and recognise that this is essential to making sure we are successful and grow as an organisation. We will do everything possible to select, recruit, train and promote the best candidates based on suitability for the job. To treat all employees fairly, no matter what their race, gender, marital status, age, nationality, ethnic origin, religious belief, sexuality or disability.

It is our policy to provide employment and to make reasonable adjustments for disabled people wherever business needs will allow. If an existing employee becomes disabled, we will make every reasonable effort to make sure that their employment can continue on a worthwhile basis and that career opportunities are available to them.

## **2.0 Health, safety and welfare at work**

The health and safety, welfare and well-being of employees, suppliers, sub-contractors and the general public are extremely important to us. It is our policy to create and improve standards of health and safety, mitigate risks and to adhere to all current legislation.

The health and safety risks associated with business activities shall be controlled via site specific risk assessments and written systems of work.

The company have implemented an integrated management system to OHSAS 18001:2007 and are committed to achieving the highest standards and the continuous improvement of systems and procedures.

## **3.0 Procurement**

We have an approved vendor list (AVL) where we assess suppliers for technical competency, SHE accreditations, insurance cover and financial standing.

In addition to the above, all our suppliers and sub-contractors are required to confirm compliance with the 'Supplier Code of Conduct' incorporating Anti-bribery and other measures of social, legal and financial responsibility.

## **4.0 Limiting our effect on the environment**

Protecting the environment is extremely important to us and we are constantly looking for ways to reduce, as far as possible, the environmental impacts of our past, present and future business activities.

We are committed to reducing our carbon footprint and to increase our recycling (Use of recycled material) and prevent waste & divert from landfill via a number of methods within our sustainable energy and greenhouse gas management plan.

The company have implemented an integrated management system to ISO 14001:2015 and are committed to achieving the highest standards and the continuous improvement of systems and procedures.

The environmental Aspects & Impacts can be accessed by authorised personnel via the company online management system.

## **5.0 Supporting local communities**

A charitable donation is made each financial year to a selected registered charity or local community group at the discretion of the company board of directors.

In addition to the above, we promote the active involvement in local community groups and contribution to local schools with a matched funding scheme by matching the money raised by employees during sponsored fund raising events.

This CSR Policy is a live document and will be reviewed on an annual basis at Management Review meetings.

Signed:

A handwritten signature in black ink, consisting of a stylized 'P' followed by a series of loops and a final flourish.

**Paul Murphy, Director**

**01/04/2018**