



ETHICAL POLICY

The Management, and all those who work for the company are committed to maintaining high ethical standards.

The organisation ensures that all its activities are carried out in conformance with the relevant legislation in relation to Employment Law, Health and Safety and Environmental protection.

All employees have been employed of their own free will, are paid at least the minimum wage and are legally allowed to work. Working hours are maintained at a sensible level. Our company is an equal opportunities employer working in line with the standards promoted by the Ethical Trading Initiative (ETI).

As our relationship with a supplier develops, we expect them to improve working conditions in line with the more demanding standards promoted by the Ethical Trading Initiative (ETI).

The company takes Health and Safety requirements extremely seriously. Legal requirements, standards and regulations are adhered to, ensuring that all areas are safe & hygienic to work in. There is a separate Health and Safety policy that is communicated via notice boards.

Environmental issues are taken extremely seriously, with 100% commitment given from senior management in order to maintain the ISO14001: 2004 accreditation.

The company purchases all its paper from sustainable sources and has been FSC accredited since February 2008.

This policy, and the obligations and responsibilities, as required by an ethically responsible organisation, have been communicated to all employees and persons working on behalf of the company. The policy is available to the public on request, company notice boards and via the HR policy centre (computer based communication tool).

A handwritten signature in black ink, appearing to read "Melanie Jenkins".

Melanie Jenkins
HR Director