

CORPORATE SOCIAL RESPONSIBILITY POLICY.

We recognise that our social, economic and environmental responsibilities to our stakeholders (**customers, employees, regulators, investors, suppliers, the community and the environment**) are integral to our business and its' success. We believe in being fair, open and honest.

We operate an equal opportunities policy for all present and potential future employees. There are safeguards in place to ensure that all employees are treated with respect and without sexual, physical or mental harassment. We operate an 'open door' policy of access to all of our top management including the Managing Director, the Sales Director and the General Manager.

We conserve energy, water, paper and other resources, particularly those which are scarce or non-renewable. Energy consumption associated with our premises and activities are our greatest environmental aspect and as this also is our largest expenditure, we are constantly reviewing it and implementing measures to reduce consumption. Paper is from recycled source. We also evaluate our supplier chain with regards to their corporate and social responsibilities with raw materials and fabricated goods.

We aim for sustainable development through re-use, recycling and reclamation and extend this to raw material supply chain. We recycle and re-use products wherever possible. We have recycling avenues for wastes and by-products from maintenance and servicing of vehicles. We also buy recycled products and those which are the best environmental option.

We minimise releases of greenhouse gases, volatile organic compounds and other substances with the potential to do damage to health and the environment. Having phased out ozone – depleting products, we no longer purchase or use ozone-depleting products.

Our management programme checks noise emissions are within statutory requirements. We then monitor them to ensure that they do not increase above permissible levels or to cause nuisance.

We are committed to preventing pollution.

We recognise that transport associated with purchased goods adds to carbon footprint and hence where we need to use suppliers that are not local, we will collate deliveries together to minimise repetitive journeys. This also ensures that we maximise the socio-economic and environmental benefits of goods and services purchased.

We support the welfare and rights of both our own employees and encourage our suppliers to do likewise. Our approved supplier process ensures that we evaluate contractors and suppliers of products and services so that we can control who we work with. Where we discover that they are not adopting a corporate socially responsible attitude, adopting responsible business policies and practices, are considered to be using unfair business practices or are blatantly polluting the environment, we will cease trading with them.

We are committed to working with our customers to improve social and environmental performance and to achieve best value - value for money.

All of our Buyers work closely with our suppliers to ensure that we purchase the best environmental options available. We also consider end-of-life and life-cycle of materials and products with view to them having a long life and being recyclable when no longer effective.

