



LEE & PLUMPTON

CORPORATE SOCIAL RESPONSIBILITY POLICY

Our principles:

We manage our business with pride and integrity and recognise that we must integrate our business values and operations to meet the expectations of our customers, employees and the environment.

- We recognise that our social, economic and environmental responsibilities are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- All working Directors are responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance to this policy rests with all employees throughout the company.

Our Company Focus:

Environment

We are committed to a management programme through certification to ISO 14001: 2004 of continuous improvement and reporting of our direct and indirect impacts, which marks our contribution to improving the world in which we live.

Quality

We are committed to a management programme through certification to ISO 9001: 2008 of continuous improvement and delivering consistent quality products.

Community

We strive to be good corporate citizens, recognising our responsibility to work in partnership with the communities in which we operate.

Workforce

We are guided by our aim to be the employer of choice within the local community.

Human Rights

We respect the Universal Declaration of Human Rights and seek to be guided by its provisions in the conduct of our business.

Health and Safety

We are committed to providing a working environment which is both safe and fit for the intended purpose and ensures that health and safety issues are a priority for all business operations ***through certification to OHSAS 18001:2007***

Customers & Suppliers

We provide our customers with a service hallmarked by integrity, quality and care. We regard suppliers as our partners and work with them to help us achieve our policy aspirations in the delivery of our products and services.

Standards of Business Conduct

We are committed to ensuring that our business is conducted in all respects according to rigorous ethical, professional and legal standards. We will operate in a way that safeguard against unfair business practices. We shall encourage suppliers and contractors to adopt responsible business policies and practices for mutual benefit.

Human Resources Policy

To promote an environment within which the Company can call upon the widest range of knowledge, skills and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to treating all applicants and employees in the same way regardless of race or colour, nationality or ethnic origin, religion or religious belief, sex or marital status, sexual orientation, disability or age.

This policy applies to the advertisement of jobs, recruitment and appointment to them, training, conditions of work, pay and to every other aspect of employment. The policy also applies to the treatment of our customers.

Integrated Management System (IMS) Policy

Lee and Plumpton Ltd. have a commitment to maintain a Company culture where through the involvement of all stakeholders, their motivation and valued contribution, we are able to ensure commitment to efficiency, quality, service, health, safety and the environment; resulting in a sustainable and enduring relationship with all our business partners. Our activities include the design, manufacture, marketing, sales and distribution of flat pack and assembled high quality furniture. Our principal activities include the processing of particleboard and the manufacturing of epoxy powder coated metalwork components.

This policy states in broad terms the principle commitments of Lee and Plumpton Ltd.

Lee and Plumpton Ltd are committed to strive for continuous improvement by establishing appropriate business goals and objectives and implementing the plans to achieve them.

The objectives of the IMS

To rationalise management systems documentation and duplication of efforts and resources required to satisfy the commonality between ISO and OHSAS standards

To provide a robust framework for the planning, implementation and review of the commitments and objectives as set out within the company management procedures.

We aim to meet customer needs by providing quality products and services through a caring and friendly working environment committed to preventing pollution, injury or ill health through compliance with all legislation, regulations, and codes of practices relevant to our operations and other requirements to which we subscribe.

The Company shall ensure that this policy is communicated and understood by all employees and is available on every computer, it can be downloaded from our web site, and is available to the public, customers, authorities or any other interested parties. This Policy is reviewed every 12 months and is posted on notice boards throughout the site.

This policy is supported by instructions, procedures and organisational arrangements and is to be applied to all activities carried out by the Company.

The Company is registered with BSI to

- **OHSAS 18001: 2007**
- **ISO14001:2004**
- **ISO9001:2008**

Service Excellence Charter

Delivering excellent service to our customers and our people is a fundamental principle for Lee and Plumpton.