



## 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: 2015 of continuous improvement and reporting of our direct and indirect impacts, which marks our contribution to improving the world in which we live.

##### **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.

##### **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.

### **Environmental Policy**

- The Company realizes that its activities impact upon the environment. To minimise this impact we currently use particleboard produced to Forestry Stewardship Council (FSC) standards and seek to minimize waste, promote recycling, reduce energy consumption and work with suppliers who promote sound environmental standards.
- To achieve this, the company is committed to planned continual environmental improvement and the prevention of pollution during the course of its activities both on and off-site. To support these aims, the company has an environmental management system (EMS) and is registered with BSI to BS EN ISO14001: 2014. The Company also has full membership to the Furniture Industry Sustainability Programme (FISP)
- The Company is committed to ensuring compliance with all environmental legislation and regulations relevant to its operations and any other requirements relevant to our environmental aspects.
- The Company shall hold reviews of its environmental policy and activities to establish how its activities impact upon the environment. Using this information the Company shall develop environmental objectives and targets. These shall be regularly monitored, reviewed, and revised, to ensure continual environmental improvement.
- Realizing the importance of commitment by top management to this policy, the board of directors have approved this policy, and have appointed an Environmental Manager with the responsibility to oversee, implement and maintain it.
- This policy, the obligations and responsibilities required by it have been communicated to all employees. Managers and all those employed by Lee and Plumpton are committed to the care of the environment and fully support this policy.

## **Health & Safety Policy**

The Company will conduct its activities in order to:

- Provide adequate control of health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health, safety and welfare
- Provide and maintain a safe environment and equipment
- Provide information, instruction and supervision for employees
- Ensure all employees are competent and are given adequate training
- Prevent accidents and cases of work related ill-health
- Maintain safe and healthy work conditions
- Review and revise this policy statement as necessary at regular intervals

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

## **Quality Policy**

As a manufacturer of quality office furniture, Lee and Plumpton's mission is to provide its customers with a comprehensive range of office furniture and bespoke product to meet their expressed needs and requirements.

The directors and all who work at Lee and Plumpton Ltd are committed to using their best endeavours to maximise the use of materials, workmanship, methods and processes used in manufacturing, product inspection and testing of its complete range of furniture, including that made to customers specified requirements.

This commitment aims to provide a complete customer service by effectively marketing; manufacturing and delivering products to the market place that reflect the requirements of the customer.

In order to ensure the achievement of the above commitments, the company has implemented a Quality Management System that satisfies the requirements of BS EN ISO 9001: 2015.

This Policy and the obligations and responsibilities required by the Quality Management System have the unqualified support of the Board of Directors.

## **Service Excellence Charter**

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