

CSR is defined as the integration of business operations and values, whereby the interest of all stakeholders including investors, customers, employees, the community and the environment are reflected in the company's policies and actions.

We are committed to:

- Continuous improvement in our Corporate and Social Responsibility (CSR) strategy;
- Encouraging our business partners to strive for matching performance;
- Acting in a socially responsible way;
- Continually improving our performance and complying with all relevant legislation, regulations and industry codes of practice;
- Encouraging our staff to be mindful of the effect of their actions on any natural resource.

Purpose and Aims

The purpose of the policy is to make clear to all stakeholders what we mean by CSR and how we propose to work towards achieving it. This policy governs our approach to all our activities.

In implementing this policy, we aim to:

- Be responsible;
- Be an exemplar of good practice.

Standards of business conduct

- We recognise that good CSR embraces all aspects of sustainable development and the way we affect people through our business operations;
- We shall operate in a way that safeguards against unfair business practices, including anti-bribery and corruption;
- We believe that a responsible approach to developing relationships between companies and the communities they serve, global or local, is a vital part of delivering business success;
- When carrying out our business, in consultation with our customers, we will determine the environmental, social and economic issues;
- We will ensure the effective implementation of the policies set out within our company handbook and continually review our business practices to encourage engagement with and development of the regional supply chain;
- We will carry out annual training reviews and provide training programmes for all employees to ensure that the company has adequate skills, knowledge, and attitudes to meet our customers' requirements;
- We will operate in accordance with our health and safety policy, and ensure this is followed at all times by employees, contractors, and other stakeholders or visitors.

Corporate Governance

- We will share and declare information on personal and corporate conflicts of interest and seek guidance from higher authority before acting;
- We are committed to ensuring that our business is conducted in all respects according to rigorous ethical, professional and legal standards;
- All groups and individuals with whom we have a business relationship will be treated in a fair, open and respectful manner;
- Competition will be reasonable and based upon the quality, value and integrity of the products and services being supplied;
- Feedback on performance will be actively sought, and we will continually review all activities to ensure best practice is observed at all times;
- We will allow our customers and vendors to give feedback on our performance and ensure that all customer comments are analysed, responded to, and where appropriate, acted upon in a transparent manner.

Human Rights

- We aim to support and respect the protection of internationally proclaimed human rights;
- Vendors are actively encouraged to observe international human rights norms within their work.

Impact on Society

- We will take steps to understand our impact on the local and wider community and how we can most effectively support the needs of them and implement initiatives accordingly;
- We understand that we have a range of internal and external stakeholders who are affected by our operations and activities and we will consult with them as appropriate on company and supply chain issues;
- We will continually develop our products to contribute to a sustainable built environment.

Environmental Impacts

- We will seek to continually improve our energy efficiency, minimise emissions of greenhouse gases to reduce our impacts on climate change and invest in clean, energy efficient technologies;
- We are committed to recycling all our scrap aluminium and maximising our use of recycled material in our products;
- We will use our environmental management system to manage all our environmental impacts accordingly and seek to act as responsible stewards of our site by preventing pollution;
- We understand that water is a finite resource and we have a role to play with regard to minimising demand on potable water supplies;

- We will strive to minimise all waste by adopting the waste hierarchy and managing and treating all waste streams in line with our waste management procedures;
- We will encourage the use of backloading where possible and monitor the performance of our third-party transport hauliers and our own fleet of vehicles to ensure we are using appropriate mitigation strategies to minimise the adverse environmental and social effects of transport.

Ethics and Ethical Trading

- We will ensure clear visibility and traceability through our supply chains, so we know where all our products are made;
- We will maintain a proactive dialogue with our supply chain to ensure that vendors uphold the workplace standards and behaviours consistent with the our requirements.

Vendors (Supplies)

- We will collaborate with our vendors to achieve our policy aspirations in the delivery of our products and services;
- We shall encourage vendors to adopt responsible business policies and practices for mutual benefit;
- We are committed to ensuring that the welfare of workers and labour conditions within our supply chain meet or exceed recognised standards;
- Where necessary, we will exert procurement pressure to ensure that all of our vendors behave in a socially responsible way. This includes minimising environmental impact, and ensuring workers are treated properly;
- We will continue to work with vendors to:
 - Promote products with low environmental impacts and promote these to our customers;
 - Reduce the amount of packaging and transit where possible;
 - Implement schemes to take-back, recover, re-use and recycle products at the end of their use/life.