

CORPORATE SOCIAL RESPONSIBILITY POLICY

Policy Statement

Psz Direct Ltd is committed to operating its business in a manner that is both considerate and responsible with suitable regard to its legal obligations and according to relevant regulations, directives and codes of practice. It is also committed in supporting the Government's vision for Corporate Social Responsibility in terms of business taking account of their economic, social and environmental impacts, specifically

- Ensuring best minimum levels of performance in areas such as health & safety, equal opportunities and the environment.
- Inspiring innovative approaches and continuing development and application of best practices.
- Fostering business activity that brings simultaneous economic, environmental and social benefits.
- Building a framework that enables business practices that balance profit and success with achievement of social and sustainability goals.
- Participating in supporting the local community and social causes.

Commitment to Corporate Social Responsibility

The company acknowledges that its operations influence the communities and environment in which it operates. Subsequently, the company is committed to operating in a socially accountable manner, supporting several social causes, as well as operating in an environmentally sustainable manner.

Our Staff

We are committed to ensuring that we provide a motivational and fulfilling environment in which to work. We focus on recruiting and retaining the best people, recognising their achievements and rewarding their efforts.

We believe that a main contributing factor to our success is attributable to the key values that we hold and that are embedded throughout the organisation which include:

- Quality without compromise.
- Willingness to listen and acting on feedback.

Environmental Management & Objectives

Psz Direct Ltd has identified that its most significant impacts on the environment include;

- Disposal & recycling of waste (including paper, consumables and electronic equipment).
- Energy & water usage.
- Transport and company car usage.
- Maintenance of buildings.
- Purchase of consumables.

Approaches for meeting the objectives within the Environmental Management include the following;

- Maximising the reuse, recycling and sustainable disposal of waste.
- Minimising unnecessary energy usage and waste.
- Minimising the impact of company car usage.
- Purchasing consumables in an environmentally sustainable and fair manner.
- Minimising unnecessary water usage and waste.
- Ensuring that buildings are maintained in a manner that minimises environmental impact.

Equal Opportunities

It is Psz Direct's objective to create an environment that encourages and values diversity within its workforce and builds on the difference individuals bring, facilitating the Company's continued success. We endeavour to draw upon the widest possible range of views and experiences in order to meet the changing needs of our staff, customers and other stakeholders.

Psz Direct Ltd seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

To achieve this, the company will do the following;

- Fulfil its social responsibility towards its employees and the communities in which it operates.
- Recruit, train and promote the best person for the job, to make full use of the talents and resources of all its employees and to create a working environment free from unlawful discrimination, harassment and victimisation in which all employees are treated with dignity and respect.
- Periodically review its selection criteria and procedures and maintain a system where individuals are selected, promoted and treated solely based on their merit and ability specific to the job role.
- Distribute and continuously publicise its equal opportunities & diversity policy throughout the company, in advertising, and elsewhere as appropriate.
- Provide the facilities and opportunity for any employee who believes that they have been treated inequitably within the scope of the equal opportunities & diversity policy to raise the matter through the appropriate grievance procedure.

Health & Safety

It is the Company's duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. Relating to:

- Maintaining healthy and safe premises, as well as a healthy and safe working environment.
- Providing health and safety information and training.
- Providing and maintaining safe systems at work.
- Publishing and regularly updating a Company Safety Policy.
- Providing such information, training, instruction and supervision as is necessary to ensure the health and safety at work of all employees.

Psz Direct Ltd is committed to procuring its goods and services in an ethically and environmentally sensitive way, yet with proper regard to its commercial obligations, ensuring that suppliers deliver to agreed timescales, quality and cost.

Purchasing is undertaken in a way that encourages competition and offers fair and objective evaluation of offers from all potential suppliers.

Procurement of goods and services with an annual value in excess of £20,000 excluding VAT will be conducted according to the following principles:

- Completion of a business case to evidence the need to purchase.
- Procurement practices will be transparent, auditable and fair.
- Research will be conducted to ensure a clear understanding of the risks associated with the purchase of goods and services and purchasing decisions will include contingency and risk mitigation strategies.
- Tendering is based on both quality and cost, is evaluated in a fair, objective, and structured manner that actively encourages competition.
- Company employees responsible for purchasing will not accept corporate gifts, or any type of solicitation that could be construed as enticement.
- The procurement process demonstrates that the approach taken to competition is rigorous, balanced and driven by service needs and market intelligence.
- Suppliers can demonstrate their ability to deliver continuous improvement and cost savings throughout the life of the contract.
- Business transactions will, where possible be conducted electronically

Review

This policy will be reviewed regularly and may be amended from time to time considering legislative changes or other prevailing circumstances.