

## **ETHICAL POLICES**

**Ethical:** We aim to work in both an efficient and ethical manner. Our aim is to be profitable but profitable in the long term and as such we believe that in pursuing our objectives good business practice is compatible with good moral practice. As far as we are able, we try to maintain awareness internally of the social and environmental implications of the products we make and the services we provide. When operating our business day to day we try to do so on fair terms to customers and suppliers and to pay suppliers in a timely way.

**Equal Opportunity:** As well as this external ethical policy we try to maintain a similar standard towards internal dealings with our staff and potential employees. We are an equal opportunity employer and over the years have had employees from a variety of ethnic backgrounds and varying nationalities. We do not discriminate against physical disability or age and in line with current policies we give due consideration to requests to continue employment over normal retirement age.

**Environmental:** We aim to conduct operations in as sustainable a manner as possible in order to protect the environment. As such we comply with and try to anticipate relevant environmental legislation to minimise waste and pollution. We try to make employees aware of environmental benefits both as good business housekeeping and for good environmental reasons. We try to minimise waste and emissions to air and water and review performance and monitor energy costs. These conditions may be changed from time to time so please check the website for the latest issue or request a copy in writing.

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