



## **Corporate Social Responsibility Policy**

Heritage Envelopes Ltd. is committed to upholding basic Human Rights both within our operations and within our supply chain.

We will ensure that all Heritage Envelopes Suppliers regardless of the kind of work they do, or the size and type of company, have sufficient policies in place to ensure that this policy is enforced and complied with.

We are committed to the following:

We will treat all employees fairly and honestly regardless of where they work. All staff will have a written contract of employment with agreed terms and conditions. All staff are entitled to reasonable rest breaks, access to toilets, rest facilities at their place of work in accordance with current U.K. legislation.

Heritage Envelopes and our suppliers will not engage any illegal child labour, any forced, imprisoned labour or unpaid overtime which contravenes any human rights directives.

We will ensure that our discrimination and harassment policy is enforced and is subject to management control and review.

We will ensure that effective health and safety policies are in place, which ensures compliance with any national, international or European Health and Safety Directives within Heritage Envelopes Ltd and throughout our supply chain. This will ensure so far as is reasonably practicable the health, safety and welfare of all employees and visitors alike.

All employees are provided with appropriate job skills training and supervision.

All employees are paid a fair wage reflecting the local markets and conditions. We always meet or better the national minimum wage. Wage reviews are conducted annually to ensure that we continue to pay a fair wage and ensure compliance with national minimum wage requirements.

Working hours will not be excessive and will comply with national and European directives. Throughout our operations we monitor the working hours to ensure compliance with the Working Time Regulations and with any industry guidelines where they exist.

We will monitor our supply chain, conduct assessments and audits as deemed necessary to ensure our policy is complied with.

We will investigate any allegations or infringements of this policy and any Human Rights issues, and we will take appropriate action as necessary.

Mark Sears  
Chief Executive Officer  
Reviewed and approved: 1<sup>st</sup> September 2017  
Review date due September 2018