



Occupational Health and Safety Policy

Heritage Envelopes Ltd will control its activities to avoid causing unnecessary or unacceptable risk to the safety and health of all employees, visitors, temporary workers and the general public.

The objects of this policy are:

- To promote standards of health, safety and welfare which complies with the requirements of The Health and Safety At Work Act 1974 and supporting statutory provisions, regulation and approved codes of practice applicable to the company's operations and activities.
- Commitment to the prevention of accidents, injury and ill health.
- To recognise the responsibility of the company for accountability and its employees in their duty to comply with all applicable health and safety legislation.
- To develop health and safety awareness and individual responsibility for health and safety matters.
- To provide all employees with the necessary resources, equipment, information, instruction, training and supervision they need to work safely.
- To maintain a healthy and safe working environment for employees with adequate facilities and arrangements for their welfare.
- Consultation and participation of employees on matters affecting their health and safety in the work place.
- Commitment to the introduction of ISO45001: 2018 as a system for management of health & safety matters.
- Commitment to continual improvement of the health & safety management system.
- Establish and maintain measurable objectives and targets for safety performance and regular review of these objectives.
- Ensuring that this policy is communicated to all people working under the control of the company.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered.

Overall responsibility for the Health and Safety policy for Heritage Envelopes Ltd lies with the Chief Executive Officer.

Mark Sears
Chief Executive Office

Reviewed and approved: 15th September 2020

Review date due September 2021



Environmental Policy

Heritage Envelopes Limited recognised its responsibility towards the environment and issues this policy as a statement of management and employee commitment to minimising the environmental impact of its' business activities.

Heritage Envelopes Limited is committed to ensuring effective management of all activities that have the potential to affect the environment by:

Assessing our activities and operations to identify the significant aspects that have potential to impact on the environment.

Controlling all significant environmental aspects.

Commitment to complying with relevant environmental legislation and regulations and to other requirements to which the organisation subscribes.

Continual improvement of environmental performance by building environmental considerations into the decision making process and methods of operation, to minimise environmental impact and prevent pollution.

Setting and publishing clear environmental objectives and targets and to monitor environmental performance results to ensure that targets are met.

Ensuring that all of our operations and activities are covered by this policy and that the policy is implemented, maintained and communicated to all employees.

Provision of certified sustainable source paper through PEFC licence registration number PEFC16-33-1779. Certificate registration code: SA-PEFC/COC-004413.

Compliance with PAS 2020 level 3 for paper and print environmental performance to Direct Mailing.

Commitment to the introduction of ISO 14001 and continual improvement of the environmental management system.

Communicating this environmental policy to all other interested parties and the general public.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered.

Mark Sears
Chief Executive Officer
Reviewed and approved: September 2020
Next review date: September 2021

HE031
15/9/2021

Environmental Policy

Version 0
Authorised by RL



HERITAGE ENVELOPES LIMITED

ETHICAL TRADING POLICY

Heritage Envelopes Ltd will aim to trade ethically. To implement this policy we will:

- **Not take advantage of lower employment or manufacturing costs in developing countries;**
- **Adhere to any Government recognised trading sanctions;**
- **Not trade with those countries which our directors believe are violators of human rights;**
- **Refuse to work with any client or prospective client, that we have reason to consider exploits humans, animals or the environment unfairly.**

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Mark Sears, CEO

15th September 2020

Review date September 2021



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Quality Policy

The scope of the quality management system is to manufacture and supply paper envelopes and direct food contact paper bags to customer specification. Envelopes and direct food contact paper bags can be manufactured and supplied in a wide range of size, type, style, paper and print format, to customer requirements.

It is the policy of both Heritage Envelopes Ltd and Bestpac UK Ltd to meet their obligations and responsibilities to provide customers with professional services and in producing reliable products, that are safe and legally compliant, to an agreed standard, specification, on time and in full, to an agreed price.

It is the goal of both Heritage Envelopes Ltd and Bestpac UK Ltd to provide a level of customer care and focus that delivers complete satisfaction in all respects.

Top management is also committed to:

- Compliance with the requirements of the quality management system.
- Continual improvement of the effectiveness of the quality management system.
- Continued registration to ISO 9001 and certification in BRCGS Packaging Materials
- Ensuring that the quality policy is communicated and understood throughout the organisation.
- Ensuring that the quality policy is reviewed for continuing suitability.
- Ensuring that measurable quality objectives are established, regularly reviewed and updated.

The quality policy is reviewed for continuing suitability at least annually.

Mark Sears
Chief Executive Officer
Approved 19th January 2021
Review date due 18th January 2022



HERITAGE ENVELOPES

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 not engage in any form of bribery, corruption or collusion activity under any circumstances with customers, suppliers or our competitors. 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.

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Mark Sears
Chief Executive Officer

Reviewed and approved: September 2020
Next review date: September 2021



Energy Policy

Heritage Envelopes recognises that it's use of energy and water has a direct impact on the environment and also accepts the responsibility to reduce this effect whilst making the use of energy throughout the facilities more efficient and cost effective.

Statement of Commitment:

The company is corporately committed to:

- Reducing our energy costs across all facilities;
- Increasing our energy efficiency (energy consumed per unit of floor area);
- Increase our use of renewable energy;
- Investing in clean, energy efficient technologies;
- Reducing all environmental impact arising from our consumption of energy.

The company is committed to ensuring that objectives and quantified targets are set which will drive the Organisation forward in achieving our goals. This will be achieved through the development of a strategic action plan that will be reviewed for progress and updated each year.

A handwritten signature in black ink, appearing to read "MS.S.", is positioned above the printed name of the Chief Executive Officer.

Mark Sears

Chief Executive Officer

Approved 15/9/2020

Review date September 2021