

Corporate & Social Responsibility Policy

Heritage Envelopes Ltd and Bestpac UK Ltd are committed to upholding basic Human Rights both within their operations and within their supply chain.

They will ensure that all their 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.

Heritage Envelopes Ltd and Bestpac UK Ltd are committed to the following:

- They 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 Ltd and Bestpac UK Ltd and their suppliers will not engage any illegal child labour, any forced, imprisoned labour or unpaid overtime which contravenes any human rights directives.
- Heritage Envelopes Ltd and Bestpac UK Ltd will ensure that their discrimination and harassment policy are enforced and are subject to management control and review.
- Heritage Envelopes Ltd and Bestpac UK Ltd 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 Bestpac UK Ltd and throughout their supply chain. This will ensure so far as is reasonably practicable the health, safety and welfare of all employees and visitors alike.
- All Heritage Envelopes Ltd and Bestpac UK Ltd employees are provided with appropriate job skills training and supervision.
- All Heritage Envelopes Ltd and Bestpac UK Ltd employees are paid a fair wage reflecting the local markets and conditions. Heritage Envelopes Ltd and Bestpac UK Ltd 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 Heritage Envelopes Ltd and Bestpac UK Ltd operations they will monitor the working hours to ensure compliance with the Working Time Regulations and with any industry guidelines where they exist.
- Heritage Envelopes Ltd and Bestpac UK Ltd will not engage in any form of bribery, corruption or collusion activity under any circumstances with customers, suppliers or our competitors. They will monitor their supply chain, conduct assessments and audits as deemed necessary to ensure their policies are complied with.
- Heritage Envelopes Ltd and Bestpac UK Ltd will investigate any allegations or infringements of this policy and any Human Rights issues and will take appropriate action as necessary.



Mark Sears
Chief Executive Officer

Reviewed and approved: 13th September 2021

Review Date Due: 13th September 202