

LEITHS

CORPORATE SOCIAL RESPONSIBILITY POLICY

Objective

To aid the company operation and act as a guide to what the company stands for, at the same time supporting customers while monitoring and ensuring its active compliance with legislation, and ethical standards. Our aim is to accept responsibility for the company's actions and encourage a positive impact through its activities on the environment, consumers, employees, communities, stakeholders and all other members of the public.

Scope

- To demonstrate these responsibilities through our actions within the policy, ensuring all employees will help maintain our business reputation.
- Managers are responsible for ensuring that their teams are aware of this policy and any future changes to this policy.

Guidelines

- We recognise that our social, economic and environmental responsibilities are integral to our business and aim to demonstrate these through our actions.
- We are open and honest when communicating our policies, strategies, targets and performance and in our commitment to continued development.
- Where reasonable we will make resources available to fulfill our corporate responsibility.
- Ensure a high level of business performance while minimizing and effectively managing risk.
- The values of honesty and fairness are upheld in our relationships both internally and externally.
- The Board of Directors are responsible for internal control and risk management meets monthly to discuss, review and support these controls.

Customers

- We take seriously any feedback, complaints and compliments and where possible maintain open discussion to ensure we fulfill the requirements of this policy.
- We will record and resolve our customer complaints in accordance with our set standards.
- Contracts with suppliers have clearly agreed terms and conditions.
- We aim for total customer satisfaction by understanding customer needs and building on partnerships
- We have always placed emphasis on providing high Quality products and services for all our customers.
- We have operated a quality management system in accordance with ISO 9001 since 1997. Our IMS requires us to continually monitor and improve quality and service.

Community

- Our community involvement will identify and support local programmes and charities which reach across all social and community backgrounds.
- We aim to develop this through effective partnerships and programmes.
- We aim to keep communities notified of our developments and contracts that may affect them.
- As a family business it is of primary importance to employ local personnel whenever possible and to develop and train personnel.
- We endeavour to develop and utilize local supply chains.

Environmental

- We strive to improve our environmental performance through implementation of sustainable development and environmental policies.
- The Company holds ISO 14001 registration.
- Our Environmental Management System has been installed to complement our Management Systems which is a natural progression for better overall management of our business. Our IMS encourages us to operate in a manner that is efficient, minimising waste produced and becoming more environmentally conscious.

Workplace

- We offer our employees clear and fair terms of employment and provide support to enable continued development.
- The Company operates an equal opportunity policy for all present and future employees.
- Policies are in place to make sure that all employees are treated with respect and no harassment occurs in the workplace.
- The Company is managed according to strict professional standards

Health and Safety

- We provide and maintain a clean, healthy and safe working environment.
- All employees are encouraged to raise concerns and have an opportunity to give feedback at the Health & Safety Meetings held at their site / place of work.
- We always aim at ensuring all works are carried out with due care and vigilance to both our staff and anyone affected by our works.
- Our IMS requires ensuring that all works not only meet Health & Safety standards and guidelines but exceed them.

Ian Leith
Chairman
Leiths (Scotland) Ltd 07/05/19