

## **CORPORATE RESPONSIBILITY, SUSTAINABILITY & ETHICS POLICY STATEMENT**

We recognise that though our mission is to reduce the overall risk of our client's activities and thus improve their own sustainability that we must manage our own activities in a sustainable way.

It is our policy to play our part in the delivery of the UK government's Sustainability Strategy, and we shall:

- **Live with the World's Environmental Limits**, managing the environmental risks of products, activities, and services so to prevent pollution and be resource efficient. Many of the Rozone range of products are developed to be manufactured from natural and renewable ingredients, to be low hazard, and to be biodegradable.
- **Ensure a Strong, Healthy and Just Society**, through recruitment policies that ensure fair access to work, ensuring good employment and human resources practices, providing opportunities for continuing personal development, through effective health and safety management, both occupational and domestic, through ensuring the balance work- home life balance and through good community relations.
- **Achieve sustainable financial management** – through management of the finances of the company in such a way to ensure the continuing economic performance of the company to the benefit of all interested parties, including the economy as a whole.
- **Promote good governance** – to consult and be inclusive on proposed strategies, changes, and management systems within the company, and to management the company to the benefit of all stakeholders.
- **To Use Sound Science Responsibly** – to ensure that in the conduct of our operations we use the best available technologies and techniques, that our procedures reflect current best practice, and that our employees are aware of their roles and responsibilities.

We recognise that the path to sustainability is through embedding the above into the company's management system, including for performance review and continual improvement. We assess the performance of the company and our management systems to the above commitments at annual management review, and have implemented programmes to ensure effective management.

**Signed,**

A handwritten signature in cursive script that reads "Clifftin Bower".

**Clifftin Bower, Rozone Managing Director**

**30<sup>th</sup> April 2024**

**PLANNING FOR A SUSTAINABLE FUTURE**

Our development into a sustainable future requires planning and a multi-facet approach, requiring policies and strategies on a number of fronts. Our Sustainable Management and Development Strategy incorporates:

QUALITY .....	3
ENVIRONMENT .....	3
SOCIAL VALUE .....	4
Occupational Health and Safety.....	4
Local Employment .....	5
Equality, Inclusion and Diversity .....	6
Fair Pay and Conditions .....	6
Community Citizenship .....	7
ETHICAL TRADING AND PROFESSIONAL CONDUCT .....	7

## **QUALITY**

We aim to be a customer focused organisation, meet customer requirements and enhance their satisfaction. The management of the organisation has also a continuing commitment to:

- Ensure that the needs and expectations of all interested parties are determined and fulfilled.
- Communicate throughout the organisation the importance of achieving the needs and expectations of interested parties.
- Ensure that services are planned, resourced, and delivered to expectations.
- Monitor the achievement of requirements, quality standards and of customer satisfaction.
- Conducting management reviews of the effectiveness of the implementation of the services, including that of the Business Management System, so to achieve continual improvement.

Our Business Management Systems are certified to the Quality Management System Standard ISO9001:2015 by UKAS accredited body LR.

## **ENVIRONMENT**

We are committed to the prevention of pollution, efficient use of resources, to the fulfilment of compliance obligations, and to continual improvement.

Many of the Rozone range of products are developed to be manufactured from natural and renewable ingredients, to be low hazard, and to be biodegradable. We work in partnership with microbiologists at University of Wolverhampton to ensure that the best practicable technological, environmental and economic options (TEEP) are used in our products.

Our new Rowasher unit has been designed and manufactured incorporate various environmental sustainability improvements:

- Be locally sourced by using local manufacturers based in the West Midlands region and wider UK,
- Be energy efficient – improvements in the thermal insulation of the unit and the selection of energy efficient electrical heaters reduces energy consumption in operation,
- Be reusable at end of first service life – we work with a partner to clean and refurbish Rowasher units to prepare them for reuse, or if not suitable, recycling.
- Be readily recycled at end of life – by choosing readily recycled materials, ensuring RoHS compliance, and designing for ease of removal of the electronic components the unit can be recycled. Rozone is registered under the Producer Responsibility Obligations Scheme for Waste Electronic and Electrical Equipment, and provides a end-of-life take back scheme.

For the environmental management of our company premises:

- Electricity supply is from blue energy low-carbon sources. We have no natural gas supplies. We have had an onsite renewable energy production survey, but unfortunately the building orientation, roof layout, and footprint is unsuitable for most renewable technologies.
- Heating is from high energy efficiency German manufactured wall mounted heating systems.
- Lighting is all LED with PIRs in most areas.
- An electric vehicle charging point has been installed, with plans to install to all car park spaces.
- Waste segregation is maximised to minimise waste to landfill. We are working with our residual waste contractor to achieve zero to landfill.

Our 2022 Environmental Objectives are:

- To reduce paper consumption through the introduction of a new Warehouse Management System. We are currently quantifying current paper consumption for comparison.
- To produce an organisational and product carbon footprint report. (This was started in Q1:2020 but then delayed due to the pandemic).

Our Business Management Systems is certified to the Environmental Management System Standard ISO14001:2015 by UKAS accredited body LR.

## **SOCIAL VALUE**

### **Occupational Health and Safety**

We are committed to:

- providing safe and healthy working conditions for the prevention of work-related injury and ill health;
- fulfilling our legal requirements and other requirements;
- eliminating hazards and reducing occupational health & safety (OH&S) risks;
- not allowing other business objectives to compromise our health and safety objectives.
- to continual improvement of the OH&S management system.

To deliver the above commitments we have established an OH&S management system, in line with ISO45001:2018, with the objectives to:

1. Complete risk assessments for all our activities and produce agreed risk control measures to eliminate and minimise risk, consulting with our workers to ensure their participation in health and safety planning.
2. Understanding external and internal requirements and implementing them.

3. Identifying emergency situations, reducing the likelihood of them occurring and preparing for occurrence.
4. Provide training, supervision, and information to ensure employees are competent to perform their work safely and efficiently.
5. Providing safe work equipment and safe and healthy working conditions
6. Ensuring that outsourced activities are controlled and that sub-contractors are competent.
7. Ensuring that work activities are planned, and in their delivery ensure coordination, communication, care, custody, and control.
8. Measuring and reviewing the performance and effectiveness of the OH&S Management System.
9. Delivery of continual improvement through improvement plans and control of non-conformity.

### **Local Employment**

We are a local employer. We are part of Rubery Owen Group that has been trading in the Darlaston and Black Country area since 1884. For further details on our history see our website <https://www.ruberyowen.com/our-group>

### **Employee Training and Development**

We ensure that our employees and other working on our behalf have the required skills, knowledge, attributes, training, and experience (aka SKATE) to fulfil their role to the best of their ability.

We maintain training and development processes. As a minimum, employees will have the required training to comply with health and safety law and achieve our service-related requirements. We encourage all employees attend skills and knowledge development courses, in recent years we have provided accredited training on warehouse operations, business administration, supervisory skills, and IOSH Managing Safely.

We regular review the performance of our employees to ensure they are achieving their objectives.

We ensure that our capability and disciplinary processes ensure a fair outcome to employee performance issues.

### **Equality, Inclusion and Diversity**

We ensure equality for all workers, job applicants and others affected by our activities and decisions, irrespective of ethnicity, colour, race, nationality; mental or physical disabilities; age; marital or civil partnership status, pregnancy or maternity, parental care or dependency arrangements; sexual orientation (actual or perceived), gender identity or gender re-assignment; religion or belief; or trades union membership.

It is our policy to:

- (1) Respect the equal rights of all persons.
- (2) Comply with the Human Rights Act 1998, Equality Act 2010, Modern Slavery Act 2015, Trade Union and Labour Relations (Consolidation) Act 1992 and other relevant acts and regulations and subsequent amendments, and to observe as far as possible the Equality and Human Rights Commission's Codes of Practice for Employment, Equal Pay, and Services, Public Functions and Associations.
- (3) Treat all persons fairly, openly and honestly with respect and dignity.
- (4) Ensure that no person is victimised or subjected to harassment or discrimination on the grounds outlined above.
- (5) Promote equal opportunities and to ensure that the talent and skills of all employees are maximised.
- (6) Make recruitment, training and promotion opportunities as widely as possible, and ensure that selection criteria are made entirely related to the job, and that outcome decisions are made purely based on merit.
- (7) Make equal pay in employment. In order to achieve this, we will endeavour to maintain a pay system that is transparent, free from bias and based on objective criteria.
- (8) Make reasonable adjustments to its standard working practices to overcome barriers caused by disability.
- (9) Investigate all allegations of victimisation, discrimination and harassment promptly and thoroughly. Where allegations are substantiated, disciplinary action shall be undertaken the results of which may include dismissal of the person(s) responsible.

### **Fair Pay and Conditions**

We ensure non-exploitation of employees, contractors, or suppliers, either regards cost or expectations including working hours and deliverables.

We ensure fair pay and conditions for our employees, providing as a minimum the Living Wage, and ensure that our pay is in-line with at least the average for our industry sector.

Employees are issued fair contracts of employment.

We will comply with the Working Time Regulations 1998. We invite our employees to sign voluntary opt-out agreements whilst respecting the rights of individuals who do not choose to opt-out.

We respect the right of our employees to have Freedom of Movement, and to choose to leave the company's employment at any time, whilst meeting their contractual obligation to provide due notice. We however require that employees honour their moral duty not to engage in anti-competitive practices or impact on the reputation of the company by mis-using the knowledge they have on company practices.

Whilst not a large company we recognise our moral duty under the Modern Slavery Act. We only purchase from reputable suppliers and as far as reasonably ensure that our supply chain doesn't include forced labour or child labour.

Suppliers will be paid promptly as per the UK Prompt Payment Code.

### **Community Citizenship**

We work with local communities through local recruitment. We provide financial sponsorship and gift-in-kind donations to charitable organisations, including local Scout Groups.

### **ETHICAL TRADING AND PROFESSIONAL CONDUCT**

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients.

We will ensure that we do not engage in anti-competitive practices such as price fixing, theft of intellectual property, and other similar behaviours.

We do not permit or tolerate bribery or corruption by any party.

We do not permit or tolerate fraud in regards false claims for products provided / work done or false assurance on quality.

Payment arrangements will be agreed at point of purchase order issue. Ethics is a two-way process, and we expect our customers to make payments by the date agreed by contract. Our terms are generally net monthly in arrears.

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past employees, clients & suppliers, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned.

We respect the moral and intellectual copyright vested in our clients' intellectual property.

We ensure sound financial management so to continue the sustainability of the business as a local employer and business partner to our customers and supply chain.

**END**