

# ORACLE INTERIORS

## CORPORATE & SOCIAL RESPONSIBILITY POLICY

Oracle Interiors Ltd  
5 Centre One, Lysander Way, Old Sarum, Salisbury, Wiltshire SP4 6BU  
Telephone 01722 327204 Fax 01722 329382  
[www.oracleinteriors.co.uk](http://www.oracleinteriors.co.uk)



## Corporate and Social Responsibility Policy

Oracle Interiors Limited is committed to ensuring best standards of practice in the workplace reflecting our obligations to the wider community in which we live and the environment. We recognise that we have responsibilities towards society and this recognition is reflected in this policy which sets a framework for our charitable, social, environmental and ethical obligations.

This policy is endorsed by the Company's Board of directors and Senior Management Team and will be reviewed annually and, as appropriate, updated. Managers are responsible for ensuring that members of staff are aware of and adhere to the guidelines and rules in this policy. Every member of staff is responsible for complying with the Company's Corporate and Social Responsibility (CSR) principles. Compliance with this policy will be regularly monitored and breaches or non-observance of the principles will be treated seriously. Where necessary, staff will be provided with the necessary guidance and training to ensure the effective implementation of the CSR principles. The Senior Management Team oversees all aspects of our activities in relation to this policy.

### Health and Safety

We are committed to ensuring a safe and healthy workplace for all members of our staff and visitors (see our Health and Safety Policy). We will regularly monitor our health and safety performance to ensure that we are doing everything necessary to minimise risk of injury or other damage to the health of any of our staff or visitors.

Where possible, we will take all reasonable steps to ensure that our buildings and premises are accessible to disabled staff and visitors.

### Equal Opportunities

We aim to ensure that diversity is encouraged in the workplace and that all people working for us enjoy mutual trust and respect, irrespective of their race, colour, religion, background or beliefs (or other protected grounds) – see our Equal Opportunities Policy and Harassment Policy. We are committed to treating equally and fairly our employees, customers, contractors and others that we deal with. To this end, all members of staff are required to apply the Equal Opportunities and Harassment policies in their day-to-day activities and ensure that the basic principles of treating others with dignity and respect are strictly adhered to.

Diversity is encouraged in relation to the businesses we deal with and we aim to establish relationships with a diverse supply base whose ethical codes are compatible with ours.

### Environment

We aim to minimise the impact of our operations on the environment. To this end, we have introduced the following initiatives to:

For example:

- Reducing energy use by the following means:
- Unplug seldom-used appliances;
- Enable the "sleep mode" feature on computers, allowing it to use less power during management settings are found on control panels;

- Use sunlight wisely, leave shades and blinds open during sunny days, and close in evenings to reduce the amount of heat lost through windows;
- Switch off lights or heating when you leave a room;
- To actively promote recycling both internally and amongst our customers and suppliers;
- Appropriately disposing of hazardous waste;
- Reducing waste by evaluating our operations and ensuring they are as efficient as possible;
- Minimising packaging;
- Sourcing materials responsibly;
- Ensuring suppliers adhere to sound environmental principles;
- Reducing the impact of water use by monitoring and addressing points of concern;
- Minimising carbon emissions by reducing the need for travel, where appropriate which is implemented through our 'Go Green' scheme which encourages employees to take public transport/cycle to work.

Where appropriate, providing training and providing awareness programmes for staff

Encouraging all staff to maintain a sustainable approach to their work (including modes of transport to commute to work)

Working with suppliers and distributors who aim to minimise their environmental impact

As a minimum we will abide by regulations, laws and codes of practice on environmental matters which apply to us. We aim to go further by incorporating best practice guidelines as a means of minimising environmental pollution. Regular audits will be carried out by the Directors to ensure that we are complying with these standards. Objectives and targets will be set for improvement.

### **Community and Charitable Activities**

Our relationship with our local community and local charities is an important part of the way in which we do business.

All members of staff are encouraged to take part in our community and charity programme. Volunteering may incorporate a portion of work and personal time. If we agree to your being involved with a community or charitable project, you must agree your time commitment with your line manager.

#### **EXAMPLES:**

- Reasonable paid time off for staff to carry out approved socially responsible community activities
- Supporting local community group or charity with fundraising and/or other activities
- Sponsoring a local event
- Assisting in local schools or FE institutions
- Improving the environment near our organisation
- Opening up employment opportunities to socially disadvantaged members of the community by applying non-discriminatory policies and promoting opportunities to disadvantaged groups, offering training where practicable]

Members of staff who wish to undertake volunteer work should first discuss this with their line manager. We welcome suggestions from staff about local charities which we could support.

## **Human Rights**

We endorse the principles of the United Nations Universal Declaration of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work.

By way of example, the following are regarded as minimum standards:

- We will not use or condone illegal child or forced labour and, if it comes to our attention that illegal child or forced labour is being used by one of our clients, customers or suppliers, we will cease to do business with that person or organisation
- We respect our employees' rights to freedom of association and collective bargaining
- All forms of harassment or physical or verbal abuse are strictly forbidden
- The risk of human rights' abuses will be taken into account in all our transactions
- Working hours will comply with industry guidelines and national standards, where such exist

## **Ethical Guidelines**

When purchasing goods or services we will attempt to seek out suppliers who comply with ethical business principles similar to our own. We will not condone any dealings with organisations which are guilty of human rights abuses or have endangered the environment or the safety of staff or third parties.

We will act ethically and fairly at all times in our dealings with third parties.

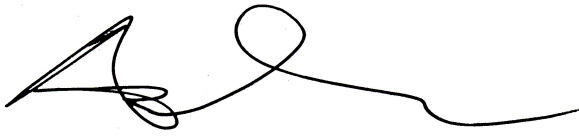
In all our dealings with third parties we seek to avoid any susceptibility to bribery or corruption. To this end, whilst we respect the privacy of staff, all employees must avoid conflicts of interest or putting themselves in a position at work where they may personally profit other than by way of the normal remuneration structure. Any potential conflicts of interest must be disclosed immediately to your line manager/ 24 hour control centre.

Members of staff must not accept any gifts from customers, clients or suppliers (and must not accept hospitality other than as authorised in advance by a Director).

## **Whistle blowing**

We are committed to maintaining the highest standards of integrity, honesty and professionalism in the workplace and encourage staff that has any concerns about breaches of law, codes of practice, ethics or any other perceived wrongdoing to make known their concerns to the us promptly and properly. If you have any concerns of this nature, please refer to the company's whistle blowing policy for guidance about how to report them.

signed

A handwritten signature in black ink, appearing to be 'Alan Beale', written in a cursive style. The signature starts with a large 'A' and ends with a long horizontal stroke.

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Alan Beale  
Managing Director  
Date 10 / 01 / 2015