


# Corporate Social Responsibility Policy Statement



This Statement is about how Archerdale Limited takes account of its economic, social and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate Social Responsibility we aim to align our business values, purpose and strategy with the needs of our clients, whilst embedding such responsible and ethical principles into everything we do.

The elements of this Statement cover our approach in dealing with our clients, suppliers and the local community principles in an effort to support reducing our energy, procurement, transport, water use and other business usage to reduce our carbon footprint and environmental impact.

 (G A Brown)

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## Environment

Protection of the environment in which we live and operate is part of Archerdale Limited's values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

This Statement should also be read in conjunction with our Quality, Health & Safety and Environmental Policy Statements where we commit our company to:

- Complying with all relevant legislation, regulations and approved codes of practice
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources
- Managing and disposing of all waste in a responsible manner
- Providing training for our staff so that we all work in accordance with our policy statements and within an environmentally aware culture
- Regularly communicating our environmental performance to our employees and other significant stakeholders
- Developing our management processes to ensure that environmental factors are considered during planning and implementation
- Monitoring and continuously improving our environmental performance

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The nature of our work means that we do not inherently have a high environmental impact but we do take consideration of environmental issues in the products and services we provide and endeavour to reduce our environmental impact to an absolute minimum.

Our Directors ensure that the Company reduces the environmental impact by:

- Reducing all our transportation requirements wherever possible and utilising public transport and such facilities as video and conference call facilities
- By using vehicles that are regularly serviced and checked with regards to their emission levels and economically use their fuel
- Ensuring that all lights and equipment is switching off when not required
- Ensuring that water is used efficiently
- Using scrap paper for drafts and notes
- Printing in mono and double sided wherever possible
- Recycling all waste (shredding all business documentation)
- Sourcing recycled materials wherever possible
- Working with like-minded suppliers who take steps to minimise their environmental impact

## Local Community

Our Directors also ensure that our work with the local community involves:

- Working and supporting local and national charities
- Encouraging volunteer work in community activities
- Supporting local schools
- Undertaking voluntary business advisory services via professional bodies

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## Clients

The Directors also deal responsibly, openly and fairly with clients and potential clients by:

- Ensuring that all our advertising and documentation about the business and its activities are clear, informative, legal, decent, honest and truthful
- Being open and honest about our products and services and telling customers what they want to know, including what we do to be socially responsible
- Not adopting pressure selling techniques
- Adopting a No Blame culture so that if something goes wrong we acknowledge the problem and deal with it fairly and professionally
- Listening to our clients to help us improve the products and services we offer to them
- Ensuring that we benchmark and evaluate what we do in order to constantly improve our competitive edge in the marketplace.

## Suppliers

The Directors also deal responsibly, openly and fairly with suppliers by:

- Endeavouring to pay on time
- Not expecting any discounts to have a detrimental effect on their business

The operational and ultimate responsibility for the commitment to our corporate social responsibility principles lies with the Directors Archerdale Limited. Every employee of Archerdale Limited is expected to give their full co-operation to the above principles in their activities at work. Consultants or visitors are also expected to apply our environmental principles.

The effectiveness of this Policy Statement is monitored and reviewed at least annually by the Directors to ensure the Company's continuing compliance with any relevant legislation, to meet new business requirements and to identify areas in need of improvement. We will also ensure that all changes will be brought to the attention of our employees as necessary.