

Advanced Corporate Social Responsibility Policy

Policy Headline

Advanced Hygienic Contracting Ltd recognises the responsibility it has to be the wider community both socially and environmentally. There are five strands to the Advanced Hygienic Contracting Ltd corporate social responsibility policy:

- The suppliers that Advanced Hygienic Contracting Ltd chooses and the way it deals with them;
- How Advanced Hygienic Contracting Ltd relates to and supplies services to its clients;
- How Advanced Hygienic Contracting Ltd treats its staff;
- How Advanced Hygienic Contracting Ltd business affects its local community and how actively Advanced Hygienic Contracting Ltd is involved;
- What Advanced Hygienic Contracting Ltd does that affects the environment and what it can do to reduce pollution and waste.

By looking ahead, Advanced Hygienic Contracting Ltd is ready to cope with new laws and restrictions. It can avoid unnecessary costs such as wasted energy.

Policy Key Points

Advanced Hygienic Contracting Ltd pledges the following behaviours:

Clients:

Advanced Hygienic Contracting Ltd will:

- Ensure that its website and any brochures are written in plain English, telling the truth without hiding anything in the "small print";
- Be open and honest about its products and services. Advanced Hygienic Contracting Ltd aims to tell all clients what they need to know;
- If something goes wrong, Advanced Hygienic Contracting Ltd we will always try to acknowledge the problem and deal with it.

Suppliers:

Advanced Hygienic Contracting Ltd will:

- Try to use local suppliers as much as possible. This helps support the community and also reduces the energy wasted in deliveries;
- Try to ensure that its principal suppliers follow responsible working practices;
- Try to treat its suppliers fairly, particularly smaller businesses that rely on Advanced Hygienic Contracting Ltd, for example, by ensuring that they are paid on time, which can make a big difference to them;
- Not abuse its position by taking advantage of a business that is relying on Advanced Hygienic Contracting Ltd to deal with it an honest and fair way.

Staff:

Advanced Hygienic Contracting Ltd will:

- Treat all staff as individuals and try to be accommodating to each individual's needs;
- Be aware of the pressures that colleagues face in their personal lives as well as trying to assist where it reasonably can;
- Encourage personal development and support staff with training to enable them to grow within their roles and to acquire new skills;
- Offer flexible working solutions to suit an individual's needs (provided these can fit within the confines of how Advanced Hygienic Contracting Ltd needs to operate);
- Encourage and support staff engaged in their personal fundraising events for charities which they choose to support;
- Will treat all prospective and existing staff and partners equally and without regard to gender, marital status, ethnic origin, age, disability, sexual orientation or religious belief.

Advanced Corporate Social Responsibility Policy

Policy Key Points

Work with the Community:

Advanced Hygienic Contracting Ltd will:

- Encourage all staff members to be involved with local projects and groups, fundraising events and take a responsible part in the local community by acting as school governors, trustees of charities etc;
- From time to time, sponsor local organisations and events, such as local community activities.

The Environmental and Ethical Impact of our Business:

Advanced Hygienic Contracting Ltd will:

- Switch off lights and our computer equipment and monitors when they aren't needed;
- Turn off the radiators before opening the windows;
- Make an effort to reduce the amount of water used (for example by fitting the toilets with smart flushes, and not overfilling the kettle);
- Try to reduce the amount of paper used by only printing when necessary;
- Recycle the majority of its used paper if the local authority provides the facility;
- Buy goods from local companies to save fuel transportation costs;
- Use the rail network to visit clients where it is reasonably possible to do so;
- Recycle the office's redundant computer equipment and staff mobile phones;
- Consult "Why Waste: North Yorkshire Materials Exchange" to see if other organisations need those items which are no longer needed or if others have items which might be of benefit to the business.

Company Purpose:

To continue providing and developing hygienic wall, ceiling and flooring products for the UK construction and catering market that make customers want to deal with us because we offer the best possible combination of product quality, innovation, service and price.

Company Values

- We value and practice HONESTY, OPENESS, INTEGRITY, RESPECT and LOYALTY to each other
- We are committed to fulfilling our customers' needs
- We work as a strong team to provide a prosperous company that provides and links the growth of the business to the individuals through security, personal reward, life plans and ambitions
- We acknowledge issues as they arise and work together to resolve them in a fair and honest way

