

POTTER & MOORE INNOVATIONS LTD

POL017

September 2015

POLICY STATEMENT – SOCIAL COMPLIANCE & ETHICAL

Potter & Moore Innovations Limited believes that it is important to behave in a socially and ethically exemplary way.

Our aim is to act responsibly in the way in which we do our business, not only in respect of our work with our customers and suppliers, but also as regards our place in the community.

In doing this we believe that we are responsible for the people who take part in the production and support of our products and services worldwide.

Potter & Moore Innovations Limited respects fundamental human rights and ensures that our employees are treated fairly and with respect at all times.

Potter & Moore Innovations Limited also expects employers who support our products and services worldwide to respect fundamental human rights and to treat their workforce fairly and with respect.

All of our suppliers must, in all activities, obey national and regional statutory requirements in countries in which they are operating.

In order to make our position clear to our own staff, our suppliers and any other affected parties, we follow the guide lines laid down within the Ethical Trading Initiative base code.

All our suppliers are assessed following completion of the self-assessment form which details questions on the guide lines of the Ethical Trading Initiative base code and the UK Modern Slavery Act (MSA).

Potter & Moore Innovations Limited is registered on SEDEX as an AB member. We comply to the requirements of SEDEX in relation to their following sections which govern: the Company profile, labour, health & safety, business ethics and the environment and have achieved a 100% pass rate.

For a breakdown of the SEDEX requirements, please see appendix 1 of this policy. We will give access to the information on our SEDEX site to any customer if required.



Bernard Johnson
Managing Director



Martin Stevens
Technical Director



Paul Forster
Director of UK Operations

SEDEX REQUIREMENTS

Company Profile

The site is ethically audited every two (2) years by an independent recognised audit company.

The nationalities of the employees are: British, Irish, Italian, Latvian, Lithuanian, Pakistani, Polish, Portuguese and Slovak.

The main language spoken on site is English.

The site is independently audited and holds the following certification: British Retail Consortium (BRC) Accreditation, Campden Laboratory Accreditation for the microbiology laboratory, ISO22716 Good Manufacturing Practices Certificate and are members of The Roundtable on Sustainable Palm Oil (RSPO).

The Company has various written policies and procedures in place which define the Company's approach to managing human resources and labour issues.

The Company also has a Works Council Committee made up of employees from all areas of the business, where the employees can view their opinions / concerns.

Health & Safety

We have written policies and risk assessments, which cover the following areas: fire safety, hazardous chemicals, machinery and tools, manual handling, repetitive (manual) work, risk from vehicles, use of personal protective equipment (PPE) and working at height.

We have fifteen (15) first aiders on site that cover both shifts.

Business Ethics

We comply with national law and prohibit bribery, corruption and fraud within the business.

Environment

We comply with local laws and regulations regarding the environment and have had a visit from the Environment Agency where no issues were raised.

We recycle cardboard, glass and plastics and compile reports for Valpak on an annual basis looking at packaging waste.