



## **CORPORATE SOCIAL RESPONSIBILITY & SUSTAINABILITY POLICY**

### **Corporate Social Responsibility**

Mane believes in conducting business in a manner which achieves sustainable growth whilst demonstrating a high degree of social responsibility. We believe that this approach creates a source of competitive advantage for our business.

Our responsibility encompasses interaction with:

- Our marketplace
- Our environment
- Our community
- Our people

Demonstrating our commitment to Corporate Social Responsibility and the Sustainability of our business activities is a course of which we aim to align our business values, purpose and strategy with the social and economic needs of our stakeholders, whilst embedding responsible and ethical business policies and practices into everything we do. Mane Contract Services Limited is committed to the following CSR principles:

- We ensure our compliance with our ethical trading policy
- We maintain compliance with our adopted policies as incorporated into our BSI accredited Integrated Management System
- We manage our business with pride and integrity
- We are committed to full legal compliance in all that we do
- We aim to provide a safe, fulfilling and rewarding career for all our employees
- We actively assess and manage the environmental impacts of all our operations
- We will further develop our standing as a responsible business in the community
- We will benchmark and evaluate what we do in order to constantly improve our competitive edge in the marketplace

- We will continually benchmark and evaluate what we do in order to improve our CSR performance

## **Sustainability**

We recognise that our day-to-day practices can have an adverse effect on the environment. Our sustainability policy is to minimise our negative environmental impacts.

### *Our Commitment to Sustainability*

Mane Contract Services Limited commits to implement this policy throughout the organisation by:

- Maximising emission savings of our activities
- Minimising consumption of resources and waste arising
- Complying with all relevant environmental legislation
- Maintaining the ISO 14001 standard for all Mane operational locations
- Training staff on our sustainability objectives
- Communicating and reporting progress, both internally and externally
- Operating in a socially and ethically responsible manner
- Using all suitable opportunities to influence our partners, suppliers and sub contractors to improve their own environmental performance.

### *Travel and meetings*

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive
- Minimise the use of air travel and when travelling to Europe, actively encourage the use of trains
- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners
- Reduce the need for our staff to travel by promoting the use of public transport, walking and cycling and encouraging the use of low emission vehicles

### *Practical Steps*

- We actively recycle all paper waste, bottles, cans, cardboard and batteries via the services of professional recycling service companies
- Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste
- We recycle all printing consumables
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping
- Where possible purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes

**Signed**



**Position**

Managing Director

Date: 1<sup>st</sup> September 2011