

## 1. INTRODUCTION

Numatic International strives to be a good corporate citizen. Through its managers and through its people, the company is committed to promoting protection of the environment; supporting charities and local communities; promoting equal opportunities; ensuring safe and efficient working practices; and working with suppliers who uphold similar values.

## 2. STATUS OF THIS POLICY

This policy is in force from 6 April 2017. This policy does not form part of any employee's contract of employment and it may be amended, altered or withdrawn at any time.

## 3. PEOPLE

The Company recognises that our people are our greatest asset and key to continued growth and success and as such, we are committed to providing careers and working environments in which our people can achieve to their fullest potential.

The Company has a commitment to keeping employees informed of Company affairs through news circulars and regular staff meetings. Employees can access the Company intranet to obtain general information on the Company. Employees are encouraged to discuss operational issues with their line management and to suggest ways to improve performance and efficiency.

Developing future talent is fundamental to Numatic. Apprenticeship and graduate recruitment schemes have been introduced within the business, alongside accredited training for staff, including the opportunity of sponsorship to achieve recognised professional qualifications that are relevant to our sector.





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The Company:

- Provides clear and fair terms of employment for its employees
- Provides clean, healthy and safe working conditions
- Has a fair remuneration policy everywhere we operate
- Strives for equal opportunities for all present and potential employees
- Encourages employees to develop skills and progress in their careers
- Does not employ underage employees
- Ensures that employees are aware of the Company's policies on bribery, inappropriate gifts and whistle blowing
- Encouraging a harmonious working environment with zero tolerance to bullying or to any form of harassment linked to an individual's sex or other personal characteristics.

### 4. EQUAL OPPORTUNITIES

The Company is committed to a policy of equal opportunity and diversity in employment and recognises that this is essential to ensuring the success and growth of the business. To this end, the Company makes every effort to select, recruit, train and promote the best candidates based on suitability for the job; to treat all employees and applicants fairly, regardless of race, sex, marital status, age, nationality, ethnic origin, religious belief, sexual orientation or disability; and to ensure that no employee suffers harassment or intimidation.

### 5. DISABLED EMPLOYEES

It is the policy of the Company to provide employment and to make reasonable adjustment to accommodate disabled persons wherever business requirements will allow and if applications for employment are received from suitable individuals. Should an existing employee become disabled, every reasonable effort will be made



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to ensure that their employment with the Company can continue on a worthwhile basis and that career opportunities are available to them.

### 6. HEALTH, SAFETY AND WELFARE AT WORK

The health and safety, welfare and wellbeing of employees is of paramount importance to the Company. It is the policy of the Company to create and improve standards of Health and Safety, which will lead to the avoidance and reduction of risks and to ensure that the company complies with all Health and Safety legislation. A Health and Safety Policy Statement is displayed on the notice boards.

Health & Safety and Fire officers actively implement the Company's policies, standards and procedures. They are supported by a dedicated Health & Safety manager who is professionally qualified. A Company Health and Safety committee meets on a bi-annual basis to review activity and policy in this area. The Health and Safety officers report annually to their Manager on issues relating to the health, safety and welfare of the employees. These reports are reviewed by the Senior Management Team and suitable enhancements or improvements are made.

The Company makes every reasonable and practicable effort to provide safe and healthy working conditions in all its offices. It is the duty of all employees to exercise responsibility and to do everything they can to prevent injury to themselves and to others. The policy standards and procedures are communicated to employees through contracts of employment, the employee handbook, operating manuals, bulletins and notice boards and staff training as appropriate.

Employees throughout the whole Company are eligible to participate in a range of lifestyle and wellbeing benefits, including: discounted gym memberships; Cycle to Work Scheme; and Child Care Voucher scheme.

### 7. INFORMATION SECURITY

The Company is committed to ensuring the integrity and security of its business information with particular attention given to personal and sensitive data where inappropriate use or inadequate maintenance and safeguarding could have serious repercussions. The Company policies and procedures are based on its requirements for a secure operating environment, an assessment of the risks that the Company faces and relevant legal and best-practice requirements. Responsibility for

information security sits with the management teams with appropriate training and support provided. A dedicated Company Information Security Manager is responsible for the strategic management of information security, including risk management, together with implementation and enforcement of the Information Security Policy.

## 8. ENVIRONMENTAL ISSUES

Designing our products and process to make good business sense. Our primary objective is to minimise our environmental impact and any negative impact we may have on the environment. The Company is committed to the following:

- To meet or exceed the requirements of relevant legislative, regulatory and environmental codes of practice
- To identify, reduce and dispose of waste arising from our operations in a manner that minimises harm to the environment and prevents pollution of land, air and water
- To reduce the consumption of energy and water and use renewable and/or recyclable resources wherever practicable
- To design our products to have the minimum impact on the environment throughout the product life cycle: Material Extraction, Manufacture, use and end of life
- To encourage our suppliers and subcontractors to implement good environmental practices and procedures which support our own objectives and targets
- To take responsibility for the maintenance and revision of our environmental policy, this is reviewed on a regular basis, in order to set environmental objectives and targets for continuous improvement, as the Company recognises the need for sustainable development.

The Company ensures it meets the above objectives by following the ISO 14001 model which is certified by a third party approval body.

## 9. STAKEHOLDERS

The Company takes into account the interest of all its stakeholders including our employees, our customers and our suppliers, as well as the local community and the environment in which we operate. Numatic's reputation is one of its key assets and as a major player in the UK manufacturing sector, adhering to the highest standards of integrity, personal conduct, ethics and fairness is deemed to be of vital importance.

## 10. CUSTOMERS

The Company:

- Seeks to be honest and fair in our relationships with its customers
- Provides the standards of product and service that have been agreed
- Takes all reasonable steps to ensure the safety and quality of products or services that it produces
- Promotes relevant Ombudsman redress schemes and subscribes to industry Codes of Best Practice.

## 11. SUPPLIERS

The Company:

- Seeks to be honest and fair in our relationships with suppliers and subcontractors
- Pays suppliers and subcontractors in accordance with agreed terms
- Has a policy not to offer, pay or accept bribes or substantial favours
- Encourages suppliers and subcontractors to abide by the same standards and principles.

## 12. LOCAL COMMUNITIES

The Company:

- Aims to make the communities in which we work, better places to live and do business
- Aims to be sensitive to the local community's cultural, social and economic needs
- Endeavours to protect and preserve the environment wherever Numatic operates
- Encourages its subsidiary businesses to support causes within their local communities. Industry Participation

The Company:

- Engages in consultation with Government Regulators and relevant trade bodies on issues affecting the manufacturing sector, related industry services and consumer protection
- Engages with journalists and reputable research bodies on topical themes
- Provides support to public bodies