

Policy Booklet



DECROBOND

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CONNECTING YOUR BUSINESS TO SERVICE, QUALITY AND PERFORMANCE THAT'S DURABLE, RELIABLE AND EFFECTIVE

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Quality Policy

Decrobond Ltd aims to effectively and efficiently provide first class products and services that continually satisfy the expectations of our customers in respect of cost, performance, safety, reliability and quality whilst complying with all relevant statutory requirements and any other compliance obligations.

Decrobond understands that this can be achieved by ensuring customer satisfaction is the most important element in the continuing success of the company.

We believe we can achieve continued success by adhering to the following principles:

- Delivering excellent customer service by applying internal and external compliance measures
- Maintaining a Quality System based on the requirements of ISO 9001:2005.
- Making the Quality System an integral part of our company at all levels by instilling a “Right First Time” Culture
- Setting objectives and managing them through structure projects and key performance indicators
- Providing products that conform to visual aesthetics to match the customer sample supplied or a commercially recognised finish, Dimensional accuracy to the ordered size, Technical compliance to the customer specification and Co-ordinated delivery time to site as specified by the customer
- Continually improving our performance and effectiveness as a team by involving people, solving problems and taking preventative action, when necessary
- Ensuring adequate resources are available, and that all colleagues are trained and understand their contribution towards the company’s quality objectives
- Addressing risks and opportunities associated with its context and objectives to continually improve procedures, streamlining process and implement new technology in an effort to meet the challenges of the future
- Evaluate and select our suppliers from their quality performance and achievements
- Making this policy available to employees, customers and other interested parties as required

The Directors commit themselves to provide adequate resources to implement and communicate this policy effectively to all employees and to exercise all reasonable skill and care in performing their duties and providing service to their customers. The Company’s performance and the operation of the management system are audited and reviewed to ensure maximum effectiveness in achieving customer satisfaction and to consolidate and strengthen Decrobond market share by understanding the risks and opportunities in the industry and the wider business sector.

Michael Jewitt
Director
01.04.2020



Environmental Policy

Decrobond Ltd recognises that, as a manufacturer of joinery and woodworking products, our business has an impact on the environment in terms of the waste it generates, its use of raw materials and emissions to air and water. We are committed to protecting our local environment and accept that we have a responsibility to minimise any potentially harmful effects arising from our activities to our workforce, our neighbours and ourselves.

We aim to balance our business with environmental considerations so as to contribute towards sustainable development, so that we can meet our needs in the present, without compromising the ability of future generations to meet their needs in the future.

We undertake to comply fully with all relevant environmental legislation, regulations and licensing conditions at all stages in our operations. Where possible and appropriate, we will exceed those requirements.

We endeavour to minimise the environmental impact of our work, and in particular to reduce noise, dust and waste wherever possible. We have in place processes and procedures which are intended to prevent pollution as a result of our operations.

We make efficient use of energy resources wherever possible.

We want to improve our environmental performance. In order to do this, we regularly assess how the business performs against specific environmental targets and objectives, which we consider, are relevant to what we do. We will always look for ways to:

- Maximise our use of materials
- Conserve energy and water
- Reduce, minimise or prevent the generation of waste
- Re-cycle or re-use waste

Our employees play an important part in enabling us to live up to this commitment. We will ensure that they understand this policy and that they receive the support and training necessary they need to work with it. In turn, we expect them to accept their share of the responsibility for applying this policy to their areas of work.

We will work with our suppliers and subcontractors to help them improve their environmental performance, and we hope that they will help us to improve their environmental performance, and we hope that they will help us to improve ours. We specify environmentally friendly products wherever possible and reasonably practical, and are willing to advise on environmentally friendly alternatives if asked.

We are proud of our environmental commitment. Our policy, objectives, targets and records can be inspected on request.

Michael Jewitt
Director
01.04.2020



Health & Safety Policy

Decrobond Limited seeks to maintain high health and safety standards complying with the requirements of, the Health and Safety at Work etc. Act 1974 (HASAWA, 1974), and all other relevant regulations, guidance, and approved codes of practice (ACOP).

In line with; section 2 & 3 of the HASAWA, 1974, Decrobond Ltd will ensure, so far as is reasonably practicable; the health, safety, and welfare of all employees, and those affected by the works operations. This includes students, apprentice workers, members of the public, contractors, drivers, visitors and the businesses sharing our communal yard area.

Decrobond Ltd will provide adequate; information, training and supervision (taking into account individual learning needs) to effectively facilitate the implementation of the aims of the health and safety policy.

Decrobond Ltd will actively encourage effective consultation, on any aspect of health and safety at work between; Management, employees, and other persons not directly employed by the company.

It is also our intention to:

- Ensure that all employees whether management, staff, supervisors or other employees know and understand their roles and responsibilities in respect of Health and Safety matters.
- Plan for; the safe use, handling, storage and transportation of articles and substances.
- Make adequate arrangements for the regular assessment of work activities to identify associated hazards, and control the risk arising.
- Make provision of adequate welfare facilities, and arrangements for our employees whilst at work whether on our own premises, or the premises of our clients.
- Maintain records to allow Health and Safety performance to be measured and where possible improved.
- Ensure the maintenance of any workplace under control of the company is; in a condition that is safe, without risk to health and the provision and maintenance of mean of access to, and egress from it are safe, and without risk.
- Show a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the company.
- Ensure that adequate financial resources are made available to implement the necessary control systems.

Every employee must co-operate with the company to enable all statutory duties to be complied with. Employees have a legal obligation to take reasonable care of their own health and safety, and that of others who may be affected by their actions or emissions. No employee shall interfere/misuse equipment provision to protect health, safety, or welfare. To do so, is an offence (Section 8, HASAWA, 1974)

The directors are ultimately responsible for health and safety throughout the company, and for monitoring the effectiveness of this policy. The Directors, and management team, will ensure that this Policy is reviewed, at least annually, and/or in light of any organisational, or legislative changes.

Michael Jewitt
Director
01.04.2020



Corporate & Social Policy

Ethical Trading Initiative

- Employment is freely chosen by the employee
- Employee rights are respected
- Working conditions are safe and hygienic
- Child labour is not used
- Living wages are paid
- Working hours are not excessive
- No discrimination with respect to race, gender or religion is practised
- No harsh or inhumane treatment is applied

Our Staff Will At All Times

- Work with our suppliers and customers to improve their performance in areas relevant to Corporate Social Responsibility
- Behave professionally and with honesty and integrity in our dealings with customers, suppliers and the general public
- Ensure that orders are awarded on the basis of best value
- Act fairly towards all of our stakeholders such as employees, customers, suppliers and contractors
- Respect the rights of everyone and treat them fairly and with compassion

Michael Jewitt
 Director
 01.04.2020



Sustainable Procurement Policy

Decrobond acknowledges that its purchasing decisions carry environmental implications and recognises its responsibility to procure goods and services in a sustainable manner.

As well as complying with all environmental legislation the company will seek to reduce the impact of its purchasing activities by:

Incorporating whole life costs and impacts of products in purchasing decisions:

- Encourage the purchase of products created from sustainable, renewable or recycled resource and those requiring minimal transportation.
- Promote the purchase of Fair Trade Product.
- Encourage the purchase of goods with minimal packaging or packaging made from recycled materials.
- Promoting the purchase of products that have minimal environmental impact during their use (e.g. durable, energy efficient, reusable, refillable).
- Encourage the purchase of products that can be recycled or disposed of with minimal environmental damage.
- Exclude environmentally damaging products where a viable alternative is available.
- Establish individual policies and guide lines for products that have a significant environmental impact.

Evaluating the environmental performance of suppliers

- Ensuring that suppliers are made aware of this policy and that they themselves have compatible policies for the managing their environmental impact.
- Ensuring that sustainable criteria are incorporated in the award contracts and written into all contracts.
- Evaluating the sustainable claims of suppliers.
- Working with suppliers to encourage improvements in their environmental performance.

Raising awareness amongst employees

- Encouraging internal purchasers to review their consumption of goods with a view to purchase less.
- Provide training for staff with purchasing responsibility on the implications of this policy.
- This policy statement is available to all interested parties via the company website.

Michael Jewitt
Director
01.04.2020



Anti-Bribery & Corruption Policy

Decrobond Ltd is committed to the highest standards of ethical behaviour. The Company requires that all employees, business associates and other stakeholders with whom we conduct business with to also comply with this policy.

It is the policy of The Company to fully comply with all applicable Anti-Bribery laws and regulations in relation to the prohibition of bribery and corrupt payments.

Decrobond Ltd does not take part in bribery or other inducements, corruption or other illegal acts and will not knowingly take part in any related practices.

The Company is continuing to develop its procedures to ensure stakeholder compliance and relevant records.

Michael Jewitt
Director
01.04.2020



Anti-Slavery Policy

Decrobond Ltd is committed to the highest standards of ethical behaviour. The Company requires that all employees, business associates and other stakeholders with whom we conduct business with to also comply with this policy.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors and suppliers. Decrobond Ltd strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards.

We shall be a company that expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery:

- We have a zero-tolerance approach to modern slavery in our organisation and our supply chains.
- The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Workers must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy.
- We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our operations and supply chain.
- We take a risk based approach to our contracting processes and keep them under review. We assess whether the circumstances warrant the inclusion of specific prohibitions against the use of modern slavery and trafficked labour in our contracts with third parties. Using our risk based approach we will also assess the merits of writing to suppliers requiring them to comply with our Code of Conduct, which sets out the minimum standards required to combat modern slavery and trafficking.
- As part of our ongoing risk assessment and due diligence processes we will consider whether circumstances warrant us carrying out audits of suppliers for their compliance with our Code of Conduct.
- If we find that other individuals or organisations working on our behalf have breached this policy we will ensure that we take appropriate action. This may range from considering the possibility of breaches being remediated and whether that might represent the best outcome for those individuals impacted by the breach to terminating such relationships.

We are committed that there is no modern slavery or human trafficking in any part of our business or supply chain. This statement reflects our commitment to act ethically and with integrity in all our business relationships.

Michael Jewitt
Director
01.04.2020



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