



Corporate and Social Responsibility Policy (CSR) is defined as the incorporation of business operations and values, whereby the interests of all interested parties including investors, customers, employees, the community and the environment are mirrored in the company's policies and actions.

Commitment

Stone Management Group (SMG) are committed to:

Ongoing improvement in our Corporate and Social Responsibility (CSR) strategy; encouraging our business partners to strive for matching performance; acting in a socially responsible way; continually improving our performance and meeting all relevant legislation; encouraging our staff to be mindful of the effect of their actions on any natural resource.

Purpose and Aims

The drive of the policy is to make clear to all stakeholders what we mean by CSR and how we propose to work towards achieving it. The CSR policy applies throughout all of the Procurement Procedure and manages our approach to all our activities;

In implementing this policy we aim to:

- ❖ Be responsible.
- ❖ Be an example of good practice.
- ❖ Standards of business conduct

The company understands that good CSR embraces all aspects of sustainable development and the way we affect people through our business procedures, with this in mind we will assess which social issues are of most relevance to the contract and decide at what stage in the procurement lifecycle this social policy could most effectively and legally be included; We shall operate in a way that safeguards against unfair business practices.

We believe that a responsible approach to developing relationships between companies and the communities they serve, global or local, is a vital part of delivering business success. When carrying out our business, in consultation with our customers, we will determine the environmental, social and economic issues.

All contracts will clearly set out the agreed terms, conditions and the basis for our relationship. We will continually review our policies and business practices to encourage engagement with small and medium enterprises and to promote the development of the regional supply chain.

Health & Safety

We aim to ensure a safe and healthy working environment for all our employees, outside contractors and visitors, not only on SMG premises, but also for those staff and contractors

working on client sites. The company aims to comply with all relevant local legislation or regulations, and best practice guidelines recommended by national health and safety authorities. We also liaise with staff regarding our policies and practices so that we can continue to maintain a healthy, safe and enjoyable environment.

All accidents, and incidents are reviewed at the quarterly health and safety meeting, along with lost time incidents, accident forms, RIDDOR reportable occurrences, health and safety trends etc.

Corporate Governance

We will share and declare information on personal and corporate conflicts of interest and seek guidance from higher authority before acting. We are committed to ensuring that our business is conducted in all respects according to rigorous ethical, professional and legal standards. All the laws that regulate and apply will be complied with.

SMG will endeavour to ensure that stakeholders have confidence in the decision-making and management processes of the Procurement Service, by the conduct and professionalism of all staff. All groups and individuals with whom we have a business relationship will be treated in a fair, open and respectful manner; Competition will be reasonable and based upon the quality, value and integrity of the products and services being supplied by SMG.

Feedback on performance will be actively sought from both customers and clients, and we will continually review all activities to ensure best practice is observed at all times. We will allow our customers and vendors to give feedback on our performance and ensure that all customer comments are analysed, responded to and where appropriate, acted upon.

Environment

Our objective is to attempt to reduce our impact on the environment through a obligation to continual improvement. We will continue to work with our suppliers to reduce their impact on the environment.

We do assess (AFARP) production, use and disposal associated with the main goods we use. Our customers will be informed of the key issues involved in procurement so they can make informed purchases to reduce their impact on the environment.

Human Rights

We aim to support and respect the protection of internationally proclaimed human rights. Suppliers are actively encouraged to observe international human rights norms within their work.

Equality and Diversity

As a company we aim to eliminate discrimination on any grounds and promote equality of opportunity.

Our range of contracts will take account of the needs of a diverse client base.

Sustainability

A Sustainable Procurement Policy will be maintained that sets out the principles, policies and procedures on which sustainable business activity within SMG will be based. The policy will act as a prompt to staff to consider sustainability as a factor in all purchasing decisions and seek to minimise the adverse environmental effects of people travelling to and from our offices.

Impact on Society

SMG will take steps to understand how we can most effectively support the needs of the local community and implement initiatives accordingly; Our impact on the local and wider community will be understood and nurtured. Wherever possible dialogue with local communities shall be encouraged for mutual benefit.

Ethics and Ethical Trading

SMG will ensure clear visibility through our supply chains, so we know where all our products are made (AFARP). Training will be provided to relevant employees/ staff on environmental and social issues affecting our supply chains. We will ensure that suppliers uphold the workplace standards and behaviours consistent with the SMG's requirements.

Suppliers

Suppliers will be encouraged to help us achieve our policy aspirations in the delivery of our products and services. We shall encourage suppliers to adopt responsible business policies and practices for mutual benefit. Suppliers are regarded as partners and SMG will work with them to help us achieve our policy aspirations in the delivery of our products and services (AFARP).

We are committed to ensuring that the welfare of workers and labour conditions within our supply chain meet or exceed recognised standards. This includes environmentally-friendly products and making sure that workers are treated properly. Where appropriate, our tender specifications include questions to reflect our desire for sustainable procurement.

SMG promotes the use of more environmentally friendly products and promote these to our customers.

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