



# CORPORATE SOCIAL RESPONSIBILITY POLICY

## 1. SCOPE

- 1.1 Our corporate social responsibility and commitments apply throughout the Company and are applicable to all Sub- contractors, encompassing all activities undertaken by us.

## 2. STANDARD OF BUSINESS CONDUCT

- 2.1 FGS Organics are committed to ensuring that our business is conducted according to rigorous ethical, professional and legal standards.

## 3. RESPONSIBILITY

- 3.1 Implementation of our Corporate Social Responsibility is the responsibility of our senior management team ensuring all FGS Organics employees comply accordingly.

## 4. EMPLOYEES

- 4.1 FGS Organics aim to deliver a competitive and fair employment environment, with the opportunity to develop and advance within the organisation and its individual Enterprises, subject to personal performance and business opportunity. We will endeavour to provide our staff with the opportunities to improve and broaden their skills and abilities, through formal and informal training, recognised qualifications, and other opportunities for improvement and advancement within the Company.

## 5. EMPLOYMENT AND LABOUR LAW

- 5.1 FGS Organics will at all times comply with the letter and spirit of EU and UK employment legislation including the European Working Time Directive, The National Minimum wage, The National Living Wage, The Children and Young Persons Act 1933 and The Management of Health and Safety at Work Regulations 1999.

## 6. CUSTOMERS

- 6.1 Every employee is responsible for ensuring that all contact with our customers, suppliers and the public at large reflects our professionalism, efficiency, integrity and honesty.

## 7. SUPPLIERS

- 7.1 FGS Organics regard our suppliers as partners and endeavour to work closely with them in order to help us achieve an efficient and transparent Corporate Social Responsibility supply chain programme.

## 8. EQUALITY

- 8.1 FGS Organics is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
- 8.2 To that end the purpose of our Policy is to provide equality and fairness for all employees and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination or harassment, whether direct or indirect.

## **9. OUR COMMITMENT**

9.1 To create an environment in which individual differences and the contributions of all staff are recognised and valued:

- (a) Every employee shall be entitled to a working environment that promotes dignity and respect to all.
- (b) No form of intimidation, bullying or harassment will be tolerated.
- (c) Training, development and progression opportunities are available to all staff.
- (d) Equality in the workplace is good management practice and makes sound business sense.
- (e) We will review all our employment practices and procedures to ensure fairness.
- (f) Breaches of our Equal Opportunities Policy will be regarded as misconduct and could lead to disciplinary proceedings.
- (g) This Policy is fully supported by Company Directors and Enterprise Managers. All Enterprise Managers and Supervisors will receive training in the application of the Equal Opportunities Policy to ensure that they are aware of its contents and provisions.
- (h) The Policy will be monitored and reviewed annually.

## **10. DIVERSITY**

10.1 It is the Company's intention that all employees should have an equal chance of advancement, access to opportunity, and the training necessary to that end, irrespective of the employee's:

- (a) Sex
- (b) Race, colour, nationality, ethnic origin
- (c) Sexual orientation
- (d) Religion or belief
- (e) Age

10.2 It is the Company's Policy to employ and provide a suitable environment for people with disabilities. All reasonable facilities will be provided for employees with disabilities to pursue their careers without difficulty or disadvantage.

It is the responsibility of every Enterprise Manager to ensure that the terms of the Policy are observed.

## **11. HEALTH AND SAFETY**

11.1 FGS Organics are committed to continuously improving our health and safety performance in order to ensure that the working environment is safe and that our staff, contractors and visitors are protected from all foreseeable hazards and risks.

## **12. ENVIRONMENT AND SUSTAINABILITY**

12.1 FGS Organics is fully committed to achieving the highest possible standards in environmental sustainability and compliance through continuous improvement and adherence to all environmental legislation and regulatory instruments. We recognise that our business activities have varying direct and indirect impacts on the environment in which we operate. Our commitment extends to ensuring that these activities, undertakings and operations are conducted with due regard for the environment, the prevention of pollution and long term environmental sustainability at all times.

## **13. OUR COMMITMENT**

13.1 We will:

- (a) Promote responsibility for the environment within the organisation and communicate and implement this Policy at all levels within the workforce.

- (b) Enforce and ensure compliance with all environmental legislation and approved codes of practice.
- (c) Actively promote the reduction, reuse and recycling of waste materials, including the use of organic by-products as agricultural and horticultural fertilisers.
- (d) Actively promote the preservation of non-renewable natural resources through minimal and efficient consumption whilst promoting the use of renewable energy sources and energy efficiency measures.
- (e) Identify and actively work to reduce any significant environmental impacts including the prevention and control of emissions to land, air and water whilst carrying out our business activities.
- (f) Work in partnership with our key stakeholders including suppliers, contractors, clients, regulatory authorities and other agencies to raise awareness and promote the preservation of the natural environment at all times.
- (g) Through training and awareness raising, ensure our staff operate to the highest environmental standards at all times, with minimal environmental impact, whilst carrying out any aspect of their work.
- (h) Give sufficient consideration to the natural environment when making business and strategic company decisions.
- (i) Wherever possible, invest in sustainable and efficient technologies, including fuel-efficient vehicles and renewable energy sources.
- (j) Actively communicate our environmental commitment to clients, customers, contractors and the public at all times to encourage their collaborative participation and support in sustainable practices aimed at preserving the natural environment.

## **14. HUMAN RIGHTS AND ETHICAL INTEGRITY**

14.1 FGS Organics is fully committed to upholding the principle human rights as set out in the Human Rights Act 1998.

14.2 FGS Organics will ensure that all of its staff, contractors, clients and partners are entitled to their human rights as set out in the Human Rights Act 1998.

14.3 FGS Organics will not enter into any business arrangement with any person, company or organisation which fails to uphold the human rights of its workers or who breach the human rights of those affected by the organisation's activities.

## **15. ETHICAL PURCHASING & PROCUREMENT**

15.1 FGS Organics is committed to procuring its works, goods and services in an ethical and environmentally sustainable way, yet with proper regard to its commercial obligations, ensuring that suppliers deliver to agreed timescales, quality and cost. Purchasing is undertaken in a manner that encourages competition, and offers fair and objective evaluation of offers from all potential suppliers.

15.2 Tendering is based on both quality and cost and is evaluated in a fair, objective, and structured manner that actively encourages competition. Small-medium sized local businesses will be actively encouraged to participate in the procurement process.

15.3 Procurement practices will be transparent, auditable and fair. The procurement process demonstrates that the approach taken to competition is rigorous, balanced and driven by the service needs of FGS Organics.

15.4 As far as possible, we ensure our suppliers are ethical, sensitive to environmental sustainability and operating in compliance with and to the spirit of all EU and UK legislation.

15.5 Suppliers are monitored for their ability to deliver continuous improvement and cost savings throughout the life of any contract offered.

15.6 Business transactions will, where possible be conducted electronically.

## **16. COMMUNITY**

16.1 FGS Organics strive to be a good citizen wherever we operate, recognising our responsibility to work in partnership and harmony with local communities, a recent example being the 'Clear Up Pluckley Campaign' in which the company supplied sustainable waste management solutions as part of the operation in the local area.

## **17. ENERGY**

17.1 FGS Organics are committed to sustainable energy and resource use throughout all of its operations. We have demonstrated this at our head office with the installation of solar panels, generating in excess of 40,000 KWH's of renewable energy and providing 50% of our energy requirements annually.