

CORPORATE SOCIAL RESPONSIBILITY POLICY STATEMENT

Version 1.0 | December 2020





Offset Print & Packaging's business values are built upon responsible production processes, innovation and excellent customer service. The overarching CSR goal of Offset is to maximize its contribution to sustainable development, as detailed in the nine approaches below:

01. Governance

The world faces huge environmental and social challenges, from protecting human rights to reducing the harmful effects of climate change. Offset takes Corporate Social Responsibility seriously by minimising negative impacts on people and the environment, and to maximise the business' contribution to sustainable societies.

Offset's Board of Directors focus on effective management of operation of the business, whilst maintaining an accountable and transparent governance framework.

Offset's focus is continuous strengthening of its governance system. It approaches its Corporate Governance through the following:



Accounting for economic, social and environmental impact in how the company operates as a business by demonstrating our commitment to Corporate Social Responsibility.



Aligning our business values, purpose and strategy with the needs of our clients - whilst embedding such responsible and ethical principles into as much as we can do.



Transparently working with customers, suppliers and the local community to support a reduction of energy consumption, procurement, transport and natural resources, and to reduce our carbon footprint and environmental impact.

02. Ethics and Compliance

The directors at Offset strive to base our activities on honesty, equity and integrity; integrating these into our commitments to broader stakeholders' interests.

Offset is committed to comply with national labour laws [and with [For Life](#) certification requirements] and to continuous improvement within these requirements. To monitor these requirements the organisation maintains the Offset Legal and Other Requirements Register, for all relevant statutory and regulatory requirements relevant to the activities of the business. Offset remains informed of all legal obligations and periodically monitors its compliance.

Offset respects international norms of behaviour, while adhering to the principle of respect for the rule of law. We do our utmost to avoid being complicit in the activities of other organizations that are not consistent with international norms of behaviour.

03. Respect For Human Rights

Offset supports the requirements the United Nations' Universal Declaration of Human Rights:

“Human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more. Everyone is entitled to these rights, without discrimination”.

Offset recognise they are part of an increasingly complex business system. We recognise that many factors draw on and impact on that system. Increasingly, performance is judged not just by the business services, products and profits, but also by the impacts they have on human rights.

Offset has a responsibility to respect these human rights, including workers' rights, conditions of employment, services, occupational health and safety, and training opportunities. Our procedures make stakeholders working under its control aware of these requirements.

Offset is contributing positively towards meeting human needs such as subsistence, freedom and security, but also to identity empathy and creativity. We believe in:



 Respect for human rights throughout our operations.

 Understanding and respecting human values and their different cultural needs.

 Implementation of diversity policies to enable the organisation to access a variety of human talent and eliminate discrimination.

 Ensuring Health and Safety requirements, incorporating physical and mental well-being.

 Provision of a reasonable living wage and fair remuneration for employees.

 Adopting fair labour standards, including avoidance of slave, forced or child labour.

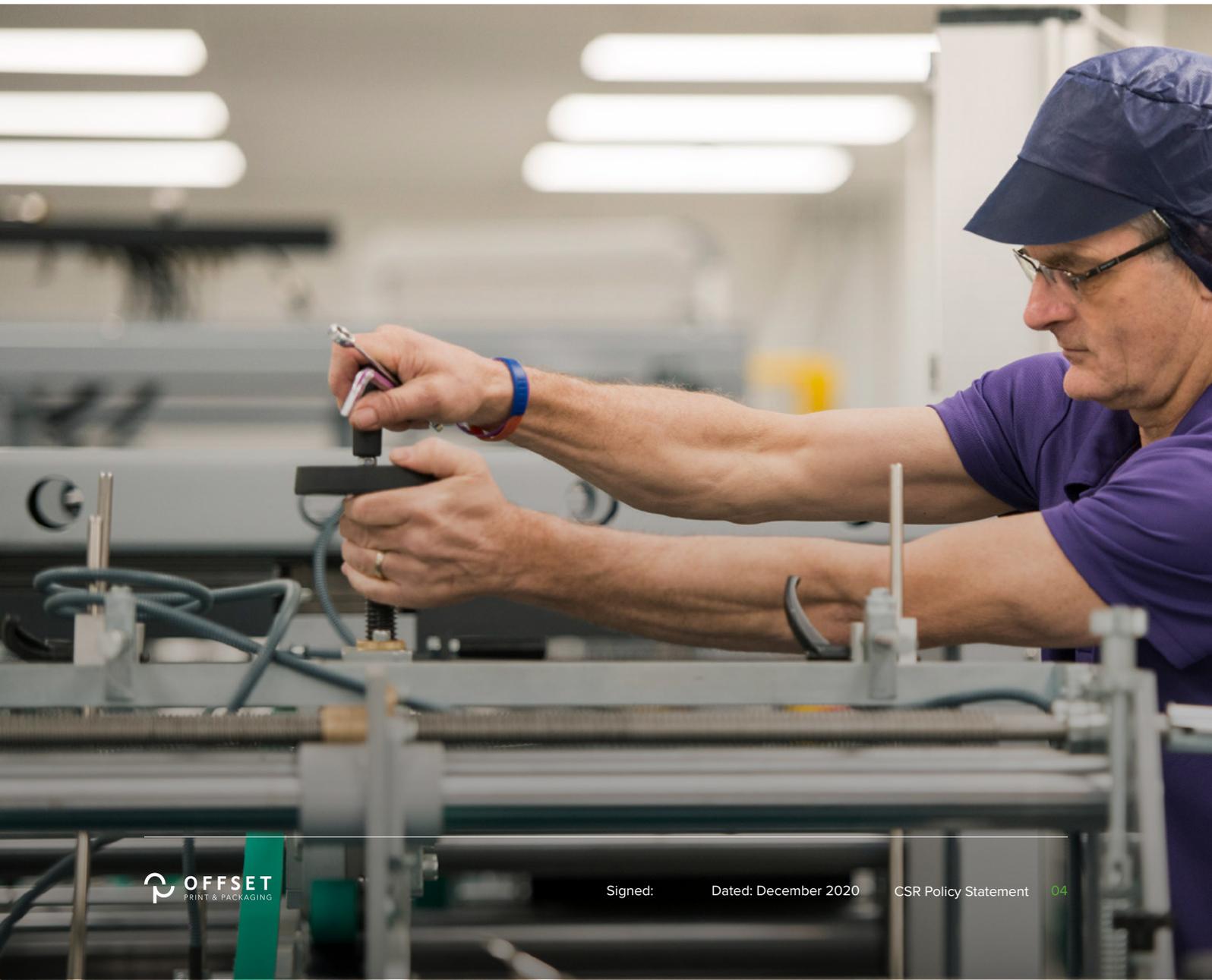
 Providing employees with access to training, development and life-long learning.

 Create opportunities for employee multi-skilling.

04. Technology and Innovation

Offset offer full, in-house support across innovative structural design and state-of-the-art reprographics. This is complemented by high levels of quality and reliability throughout the entire production process. We aspire to redefine expectations through high levels of innovation.

From protection, handling, storage, efficiency in materials, logistics, through to on-shelf presentation, all these technical aspects are considered by Offset when developing product packaging. We recognise the importance of providing customers with a comprehensive framework of support throughout the production process from start to finish.



05. Our People

Offset recognises that employee engagement is the key to realising their full potential. We place emphasis on an individual's ability, performance and character, so they can maximise their abilities and skills within the business set-up.

In taking this approach, we believe it will lead to growth of the organisation and ensure that colleagues continue to have opportunities to assume new challenges and grow.

What we offer our people, albeit not exhaustive:



Freedom of movement.



No discrimination, intimidation or punishment against workers who promote association or unionisation of the worker.



Retention of salary and benefits.



Important documents as condition for employment.



Employees who follow the grievance procedure are not intimidated or discriminated against. Their rights are documented and protected (in the Offset Staff Handbook's Grievance Policy).



Feedback and suggestions for improvement.



A culture where workers do not feel intimidated to raise concerns.

06. Supply Chain Responsibility

Supply Chain Management is the practice of improving the way the company finds the products or services it needs for its customers.

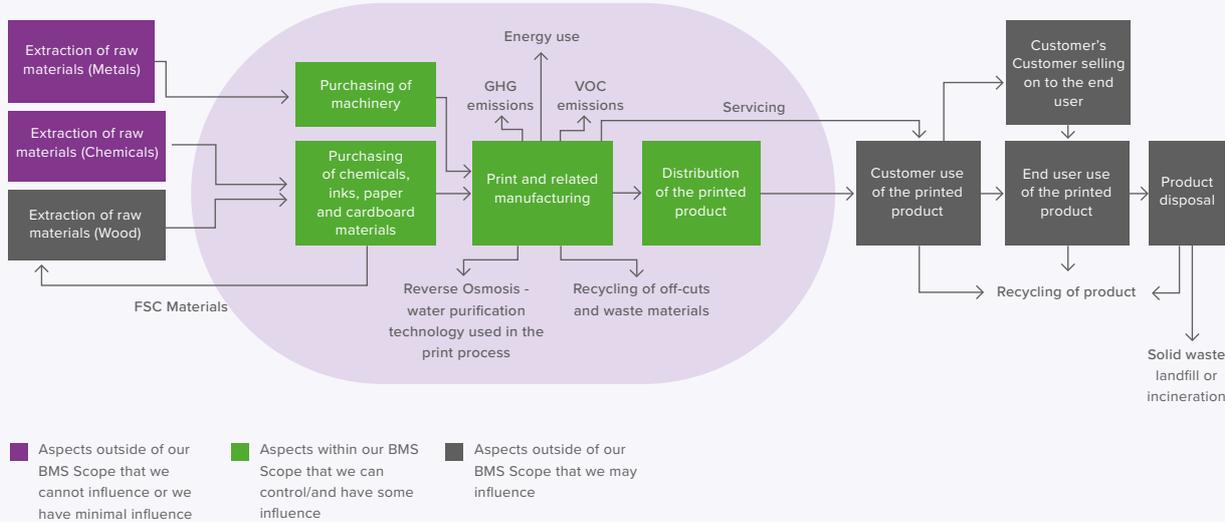
Offset believe that sustainable procurement requires engagement with a wide range of suppliers. Our success is intertwined with the actions, practices and products of our suppliers.

Sustainable procurement is the integration of sustainable development issues into all aspects of the procurement cycle. To this end, Offset has developed a 'Life-Cycle' perspective; Offset deal responsibly, openly and fairly with suppliers by:

-  Ensuring that we use local suppliers where possible.
-  Endeavouring to settle accounts in a timely manner.
-  Not expecting discounts applied to have a detrimental effect on their business.

When determining the environmental aspects of products that we can control or influence, and their associated environmental impacts, Offset consider the life-cycle perspective, via the Offset Group BMS Manual requirements. Offset has identified all relevant interested parties that interact with the business.

The requirements of these interested parties are identified and monitored by the 'Offset Group BMS Manual - Interested Parties' table.





07. Quality and Services

Offset design and manufacture high-quality, bespoke printed cartons.

We offer full, in-house support across innovative structural design and state-of-the-art reprographics. This is complemented by the highest levels of quality and reliability throughout the entire production process. We always aim to redefine expectations through our superior levels of commitment in everything that we achieve.

Offset deal responsibly, openly and fairly with customers and potential clients by:



Ensuring all our advertising and documentation about the business, and our activities, is clear, informative, legal and honest.



Conducting our trade with integrity and in an ethical manner.



Ensuring that, in the event of a mistake or failure on our part, we will acknowledge the issue and deal with it promptly and fairly.



Listening with a view to helping us improve the products and services we provide.



Benchmarking and evaluating our operations to constantly improve our service and competitive position in the marketplace.

This CSR Policy Statement interacts with the requirements of the Offset Print & Packaging Ltd Quality and Environmental Policy.

Offset implement practices and accountability by achieving the following key professional certifications:

- ISO 9001:2015 Quality management systems Requirements.
- BRCGS' - a leading global brand and consumer protection scheme.

o8. Environment

The protection of our environment is a key part of Offset's values and principles.

We consider it a sound business practice. Care for our environment is a key responsibility and an important part of how we do business. Offset make the following commitments;

-  To reduce our transportation requirements wherever possible by using grouped transportation of finished goods.
-  To use web-based and conference-call facilities for remote administration.
-  To use vehicles that are regularly serviced and checked with regards to their emission levels and economically use fuel.
-  Sourcing and buying locally to save fuel costs, wherever possible.
-  Ensuring that energy and water is used sparingly and/or efficiently.

-  To use 100% renewable electricity
-  Sourcing and utilising recycled materials, wherever possible.
-  Recycling manufacturing waste, wherever possible.
-  Continue with the Zero waste to landfill programme
-  Working with like-minded suppliers who take steps to minimise their environmental impact.

This CSR Policy Statement interacts with the requirements of the Offset Print & Packaging Ltd Quality and Environmental Policy.

Offset implements practices and accountability by achieving the following key professional certifications:

- **SO 14001:2015 Environmental management systems - Requirements with guidance for use.**
- **FSC - Forest Stewardship Council.**

09. Community Engagement

Offset respect the rights of our community we see ourselves as part of. We recognise that community development is not a linear process and deem the promotion of the well-being as a common goal.



In addition, the following principles specific to community-involvement and development are considered:



To support the development of the community in which the organisation operates, including economic opportunities (e.g. the use of local service providers, suppliers and producers).



To promote and pursue equal rights and dignified standards for all citizens, without discrimination.



To take into account existing relations and overcome barriers to the enjoyment of rights.



To identify key areas of community development in which we can contribute, including creating employment through local economic development initiatives.



To ensure we do not have a negative impact on local or indigenous communities, or on local sustainable development.

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