

Corporate and Social Responsibility Policy

CSR is defined as the integration of business operations and values, whereby the interests of all stakeholders including investors, customers, employees, the community and the environment are reflected in the company's policies and actions.

Commitment

We are committed to:

- Continuous improvement in our Corporate and Social Responsibility (CSR) strategy;
- Encouraging our business partners to strive for matching performance.
- Acting in a socially responsible way and meet all relevant legislation.
- Encouraging our staff to be mindful of the effect of their actions on any natural resource.

Purpose and Aims

- The purpose 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 our Procurement Services and governs our approach to all our activities;
- In implementing this policy we aim to:
 - Be responsible;
 - Be an exemplar of good practice.

Standards of business conduct

- We recognize that good CSR embraces all aspects of sustainable development and the way we affect people through our business operations;
- Providing or receiving gifts of money, goods or services solely for personal use, gifts of non-business related travel or accommodations, personal favours or any other benefit which might influence or raise doubts as to the impartiality of the recipient and damage the reputation of Moltec International for fair dealing are prohibited;
- We 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;
- Our contracts clearly set out the agreed terms, conditions and the basis for our relationship;

Environment

- Our objective is to reduce our impact on the environment through a commitment to continual improvement;
- We will work continuously with our vendors to reduce their impact on the environment;
- 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;
- We certify that all paper products used come from forests independently certified as well-managed according to the standards of the Forest Stewardship Council (FSC) or from recycled and/or recyclable materials.
- We seek to minimize the adverse environmental effects of people traveling to and from our offices.

Human Rights

- We aim to support and respect the protection of internationally proclaimed human rights;
- Vendors are actively encouraged to work with their suppliers to adhere to international human right norms.

Impact on Society

- We 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;
- Dialogue with local communities shall be encouraged for mutual benefit.
- Ethics and Ethical Trading:
 - We will ensure clear visibility through our supply chains, so we know where all our products are made;
 - Training will be provided on environmental and social issues affecting our supply chains;
 - We will ensure that vendors uphold the workplace standards and behaviours consistent with the Company's requirements
- Biodiversity
 - We actively encourage the use of sustainable practices in the maintenance of the Company grounds and premises.
- Vendors (Suppliers)
 - Vendors will be encouraged to adopt responsible business policies and practices for mutual benefit;
 - Vendors are regarded as partners and we will work with them to help us achieve our policy aspirations in the delivery of our products and services;
 - A documented environmental and social assessment will be undertaken for every new contracted vendor;
 - We are committed to ensuring that the welfare of workers and labour conditions within our supply chain meet or exceed recognized standards;
 - Where necessary, we will exert procurement pressure to ensure that all of our vendors behave in a socially responsible way. This includes environmentally-friendly products and making sure that workers are treated properly;
- We will continue to work with vendors to:
 - Promote more environmentally friendly products and promote these to our customers;
 - Reduce the amount of packaging and transit where possible;
 - Implement procedures to take-back, recover, re-use and recycle products at the end of their use/life.

Corporate Governance

- We are committed to ensuring that all aspects of our business are conducted according to rigorous ethical, professional and legal standards;
- All the laws that regulate and apply will be complied with;
- We will ensure that stakeholders have confidence in the decision-making and management processes of the Procurement Service, by the conduct and professionalism of all staff. We do this by continually training and developing our 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;
- Feedback on performance will be actively sought, 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 analyzed, responded to and where appropriate, acted upon;
- Action Plans have been developed and progress will be measured to ensure continuous improvement is achieved.

Equality and Diversity

- We aim to eliminate discrimination on any grounds and promote equality of opportunity in the supply chain;
- We will ensure that our customers and vendors are able to work together in confidence and be treated with respect by each party;
- Our range of contracts will take into account the needs of a diverse customer base.

Sustainability

- A Sustainable Procurement Policy will be maintained that will set out the principles, policies and procedures on which sustainable business activity within Company will be based.
- The policy will act as a prompt to staff to consider sustainability as a factor in all purchasing decisions;