



AUTOMOTIVE & INDUSTRIAL COMPONENTS



# POLICY



CORPORATE & SOCIAL RESPONSIBILITY

**Subject:**  
Corporate Social Responsibility Policy

Issue No: 02  
Revision No: 1  
Effective Date: 16.01.2019  
Revised Date: 21.01.2022  
Last Reviewed: 21.0.2022

## Corporate Social Responsibility Policy

### 1. Policy Statement

Olympus Global believes there are a number of fundamental business principles which are important and form the foundation of our company. We recognise that Corporate Social Responsibility (CSR) matters are of increasing importance, not only to our business but to our stakeholders to include our staff, potential candidates, customers, suppliers and all others who may be affected by our business.

We pride ourselves on being a responsible company and believe that CSR involves fully understanding the impact our business activities have upon the environment and our stakeholders either directly or indirectly.

Directly in the way we run our business, and  
Indirectly in the work and services we are required to carry out in our business operations.

We are committed to ensuring our entire business is conducted professionally and in accordance with ethical and legal standards.

Our CSR policy ensures the following key areas are considered in all sections of our business operations.

**Employees** – our employees and workers are a key factor in the delivery of our business services to our customers. Effective recruitment, training, development and retention of our employees is what differentiates us from our competitors. Respecting the values of employees, providing good conditions of work, offering fair terms of employment, maintaining clear and fair employee remuneration and equal opportunities are all areas to improve employee satisfaction and we are proud of our levels of retention. We also recognise that our employees don't just work for the company, they work for themselves and to provide for their families.

### Equal Opportunities

We are committed to providing an environment of equal opportunities for all members of our workforce. No account of any of the protected characteristics set out in the Equality Act 2010 shall be taken to a detrimental effect in any decision involving recruitment, promotion, provision of facilities etc.

**Dignity at Work** – we are steadfast in creating and maintaining a work environment which is free of harassment and bullying, where everyone is treated with dignity and respect. Harassment and bullying can have very serious consequences for individuals and the organisation. Such actions may make people unhappy, may cause them stress and affect their health as well as family and social relationships. Effects on the company can include loss of morale, poor work

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performance, accidents due to loss of concentration, increased turnover of staff, legal claims and damage to the company's reputation. For these reasons Olympus Global will not tolerate bullying and or harassment of any kind and any allegations of the same will be fully investigated and, if appropriate, disciplinary action will be taken.

**Ethos** – we believe by listening to and working with our employees, customers and suppliers we are creating and maintaining trust in our business which in turn fosters good relations. We encourage and insist on high standards of professionalism throughout the company and promote best practice in respect of ethical behaviour. Our employees understand they are all representatives of our business and that external opinions may be formed as a result of their own actions or omissions.

**Health & Safety** – is embedded in all activities and processes for the provision of a safe working environment. We will do everything that is reasonably practicable to protect the health, safety, welfare and wellbeing of our employees and any other person(s) affected by our activities. We actively promote occupational health, safety and welfare measures in all our day to day business and we take care to ensure that none of our actions cause harm to other individuals.

**Environment** – We fully recognise that our day to day operations create an inevitable impact upon the environment. Through our ISO 14001 system and its procedures we continually strive to reduce the levels of impact and our waste, maximise any possible reuse or recycling opportunities, minimise the risk of pollution, avoid any nuisance to our neighbours and improve our overall environmental performance whilst carefully considering our long term development and sustainability.

**Customers** – we recognise that our customers heavily depend on our ability to deliver on every level, we are fully aware of the damage and costs that can arise if we fail our customers on our promise. We are responsive to customer needs and ensure a quality assured service through ISO 9001

**Suppliers** – our suppliers play a major part in our business, the development and nurturing of good relationships is key to our success. We have a selection/auditing process, embedded in which is a process to ensure our suppliers uphold a strong ethos against Bribery and Corruption and Modern Slavery.

**Both Customers and Suppliers** - we further recognise that by making punctual payments, ensuring goods are delivered on time and readily supporting our Customers' and Suppliers' auditing requirements helps to build confidence in our business

Corporate Social Responsibility shall be further implemented and maintained through the following company policies:

Quality Assurance Policy and our operational procedures  
Health & Safety Policy and our operational procedures

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Review Sheet for Corporate Social Responsibility Policy

<b>Review Date:</b>	13.01.2021 No changes	Issue No:	1
<b>Review Date:</b>	21.01.2022 Added Equal Opps & updated Health & Safety	Issue No:	2
<b>Review Date:</b>		Issue No:	
<b>Review Date:</b>		Issue No:	
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Uncontrolled copies sent to (to be completed if copy policy is sent out to any third party following request):		
Copy sent to	Date	Issue No
Stadco	25/01/19	01
Magna	25/01/19	01
Ryobi	25/01/21	01

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Equal Opportunities and Diversity Policies  
Anti-Bribery and Corruption Policy  
Whistleblowing Policy  
Modern Slavery and Human Trafficking Policy

## 2. Policy and Procedure Monitoring and Review


This Policy will be monitored as to its effectiveness and reviewed as a minimum on a biennial basis unless changes in legislation or company procedure determine otherwise.

Information relating to Company policies, practices and procedures are related at the time of induction in the Employee Handbook. Further copies are available to employees and others via the Intranet HR/Policies.

Employees are invited to comment on this policy and to put forward any suggestions as to ways in which the policy may be improved. Comments, suggestions or queries should be addressed to the Operations Director in the first instance.

This policy does not form part of the any employee's contract of employment and it may be amended at any time. Changes to this policy will be notified by the placing of an updated version within the HR section, 'Policies' on the company intranet.

### Approval of documentation

<b>Document Title:</b>	<b>Corporate Social Responsibility Policy</b>
<b>Document Author</b>	Georgina Rogers Human Resources and Health & Safety Consultant
<b>Approved by Director:</b>	Mr C Round, Operations Director Signature: 
<b>Effective Date:</b>	16 January 2019
<b>Last Reviewed:</b>	21 January 2022
<b>Password Protected:</b>	Yes/No
<b>For staff access on intranet</b>	Yes/No
<b>Company info screen in reception</b>	Yes/No