

## Corporate Responsibility Policy

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MJ Hughes Ltd fully recognises that we must integrate our business values and operations to meet the expectations of our stakeholders.

They include customers, employees, regulators, suppliers the community and the environment As such it is our policy that we will:

- We recognise that our social, economic and environmental responsibilities to these stakeholders and Interested Parties are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.
- The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance to this policy rests with all employees throughout the company.
- We shall strive to improve our environmental performance through implementation of our Environmental policy.
- We shall ensure a high level of business performance while minimising and effectively managing business risks.
- We will register and resolve customer complaints in accordance with our non-conformance procedures.
- We shall operate an equal opportunities policy for all present and potential future employees.
- We will offer our employees clear and fair terms of employment and provide resources to enable their continual development.
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement.
- We shall provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment.
- We shall provide, and strive to maintain, a clean, healthy and safe working environment.
- We shall uphold the values of honesty, partnership and fairness in our relationships with stakeholders.
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship.
- We will operate in a way that safeguards against unfair business practices.
- We shall encourage suppliers and contractors to adopt responsible business policies and practices for mutual benefit.

MJ Hughes Limited accepts responsibility to provide information and training to all staff and operatives in order to improve the knowledge and awareness of everyone involved in our endeavours to fulfil the above targets. Progress against these targets will be monitored through regular reviews using specific management targets

We will also confirm the presence of these arrangements to our supply chain partners.

The Managing Director, who has overall responsibility for this policy, will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of the Company's Environmental performance.

This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.



Michael Hughes  
Managing Director

Dated: 01/02/21