

CORPORATE SOCIAL RESPONSIBILITY POLICY

Introduction to Corporate Social Responsibility (CSR)

CSR refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed, any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

Evolution Fasteners Ltd. are committed to ensuring that any business undertakings are conducted as ethically as possible by following the below policy in order to contribute to our community and mitigate our impact on the environment.

Who we are and what we do

Evolution Fasteners Corporate Social Responsibility (CSR) efforts are led by Technical Director, Ryan Murphy. The fastener manufacturer and distributor started to research CSR reports starting from 2023.

Evolution Fasteners CSR efforts and activities comprise supporting local communities, educating and empowering workers and addressing the issues of gender equality and minorities within the company. Moreover, Evolution Fasteners Ltd works to reduce its energy consumption and derive energy from alternative sources. Sustainable sourcing represents an additional CSR issue that Evolution Fasteners aims to address within the scope of its operations.

Scope

To retain loyal and productive staff, Evolution Fasteners aim to maintain a good working environment.

Our responsibility to our Employees

- *To support and encourage employees to participate in community-charity based opportunities*
- *To make sure that employees have the chance to reach their full potential and have the tools they need to grow and develop through mandatory and optional training.*
- *To operate an open-door policy allowing employees to raise any worries with line supervisors and HR and to guarantee that workers are not exploited for doing as such.*
- *To encourage and promote diversity throughout the organization and to ensure that each employee's traditions and beliefs are respected.*
- *To communicate regularly with employees so as to ensure this and all other policies are being actively exercised appropriately.*
- *To encourage employees to be innovative and raise suggestions as to how any policy or process can be improved.*
- *To reward employees for hard work and creative thinking should the idea help in the operation of the business.*
- *To shield each employee or supplier from third parties who may become abusive; customers, suppliers and the general public are included in this.*
- *To ensure that employees use company assets in an appropriate manner as outlined in the employee contract and do not misuse them.*
- *To make sure that every employee is aware of how their individual actions and our company as a whole affect the external environment.*
- *To support and understand employee well-being, ensuring staff are encouraged to maintain an appropriate work-life balance.*
- *Evolution Fasteners are honest with employees and notify any changes and/or advancements to their working conditions.*

- *Evolution Fasteners ensure that staff are paid correctly and on time. Evolution Fasteners ensures all staff are paid fairly exceeding the National Minimum Living Wage.*
- *Evolution Fasteners have an optional pension scheme in accordance with obligations under Part 1 of the Pensions Act 2008. Currently the company contributes 7% of basic salary and the employee 3% .*

Our Business Responsibilities

- *To reduce our energy consumption by turning off all electrical appliances at the end of each day whenever possible.*
- *To abide by all applicable legislation pertaining to our industry and, if necessary, to seek legal counsel to guarantee honest trade.*
- *To back charitable efforts that are in line with the company's values, which will be evaluated annually through the CSR strategy.*
- *To be fair in our industry's competition.*

Bribery

- *To abide by the Bribery Act of 2010 and any subsequent amendments to it.*
- *To guarantee that no employee working for the company will accept or offer a bribe.*
- *To put in place necessary procedures in order to adhere to the Bribery Act 2010. Please see Anti-Bribery and Corruption Policy.*

Gifts

- *There should be no gifts accepted by employees from any customers or suppliers.*

Conflicts of Interest

- *Every employee must respect the privacy of others in the workplace. Every employee must refrain from participating in any activity which conflicts with their responsibility to the company.*

Confidentiality

- *The Data Protection Act 1988 legislation must be adhered to by all employees. Employees should refer to the company's Data Protection Policy.*
- *To maintain a safe working environment for both employees and customers. Employees should refer to the company's Health and Safety Policies.*

Environmental

- *Utilise technology throughout the working year to utilise natural materials and resources, to avoid waste and paper usage.*
- *To use the least amount of energy as possible by reducing case duration and operational processes.*

Customers

- *To always aim for providing efficient, valuable, high quality, reliable services for all customers.*
- *All employees must be honest when dealing with customers.*
- *All employees must be professional when dealing with customers.*
- *Employees must be aware that they have access to highly sensitive information and must not break the trust with customers, suppliers and the company.*

Supply Chain

- *Maintain working relationships that can benefit the company's success.*
- *To ensure that any employees that are responsible for outsourcing do not breach any legislation related to their profession or industry we operate in as a whole.*

The Local Community

- *To create employment opportunities for the local community.*
- *To continually be aware that our business as a whole will affect our local and wider community whether as employees, customers or suppliers, therefore aiming to build long lasting partnerships in order to create positive change.*

Security

- *To ensure that the workplace building is safe at all times, ensuring the security of staff and data.*
- *To ensure that our IT systems are continually guarded and secure for the security of data.*
- *To provide a safe working environment for all employees.*
- *To provide a safe environment for examining for all customers or guests visiting the business.*

Employment

- *To ensure that equal opportunities are created for employees.*
- *To ensure that employees are never discriminated against by colleagues or employees as per, but not exclusive to the protected characteristics which are detailed in the Equality Act 2010. If any employee is found to be none compliant with this policy, it will not be tolerated and will be seriously dealt with.*
- *To ensure that all recruitment for candidates is fair and consistent.*
- *To ensure that any employee who feels that they have grounds or compliant must be compliant with the company's grievance procedure.*