



## **Environmental, Social & Ethical Responsibility Statement**

February 2008

**This statement provides an outline of the policies in place that guide BFS Pressroom Solutions Ltd and its employees when dealing with social, environmental, and ethical matters.**

BFS Pressroom Solutions are committed to ensuring that business operation takes into account the possible impacts on the environment and are keen to support the growing awareness of social and ethical matters when considering business practices.

### **Environmental**

BFS will comply with relevant environmental legislation as a minimum level of performance. In addition we will also work towards:

- Operating all aspects of the business in an environmentally sensitive manner.
- Purchasing environmentally friendly materials when appropriate.
- Raising awareness, encouraging participation and training employees in environmental matters.
- Reducing energy usage by increasing energy efficiency.
- Re-Using or recycling waste when possible.
- Using raw materials in a manner that reduces waste.
- Monitoring our progress and reviewing environmental performance on a regular basis.
- Reducing waste wherever possible.
- Using water and energy efficiently.
- Using biodegradable chemicals where possible.
- Assisting customers to use products and services in an environmentally-sensitive way.
- We will continuously seek to improve our environmental performance.

### **Ethical Code of Conduct**

BFS maintains and requires the highest ethical standards in carrying out its business activities.

### **Equal Opportunity and Diversity**

BFS promotes and supports the rights and opportunities of all people to seek, obtain and hold employment without discrimination. It is our policy to make every effort to provide a working environment free from bullying, harassment, intimidation and discrimination on the basis of disability, nationality, race, sex, sexual orientation, religion or belief.

### **Employee Welfare**

BFS aims to assist employees at all levels to improve their professional abilities and to develop their skills. This may take the form of on-the-job coaching, counselling and attendance at external courses or seminars. Annual appraisals will provide employees with the opportunity to consider past performance and to discuss their goals and aspirations for the short and medium-term. All employees are eligible to participate in the Company's medical insurance scheme.

### **Political Donations**

BFS does not make donations to political parties or organisations.

### **Customers, Contractors and Suppliers**

BFS is committed to being honest and fair in all its dealings with its customers, contractors and suppliers. The terms of business used by the Company aim to provide clarity and protection and to ensure the delivery and receipt of products and services at agreed standards.

BFS also closely guards information entrusted to it by its customers, contractors and suppliers, and seeks to ensure that it is never used improperly.

### **For more information please contact:**

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