

## **COMPANY CORPORATE SOCIAL**

### **RESPONSIBILITY (CSR) POLICY**

Ellis Patents Ltd has a strong brand image built on a culture of trust and integrity. The Company maintains a clear organizational structure with strong leadership and strives to achieve its objectives in a responsible and sustainable manner within the letter and spirit of the legal frameworks within which it operates.

Ongoing changes in legislation may result in additions to The Company's Policy portfolio. Any new Policies and statements will need communicating to the relevant stakeholders. The company policies are outlined within this CSR policy and as a minimum are published in the employee Company handbook or the Company website.

The Company is committed to providing excellent employee welfare, morale and a safe, healthy workplace for all of its employees. It continually seeks to identify and eliminate hazards in order to reduce the risk of work based injuries.

A Company Employee Handbook is provided to all employees which communicates the following policies:

- Data Protection Policy. Also refers to the Employer Privacy Notice (GDPR, located in the Employee Handbook though not a policy or statement)
- Equal opportunities policy (Employee Handbook)
- Ethical policy (Employee Handbook)
- No smoking policy (Employee Handbook)
- FLT Policy
- Whistleblowing policy

The Company has always been dedicated to the design, testing and safe manufacture of good, safe, high quality plastic injection mouldings and metal framed cleats.

The Company BMS and listed policies are accredited and audited to ISO9001:2015 (quality systems), ISO14001:2015 (environment) and BS EN 1090 (structural fabrication). The Company operates a robust Health and Safety system within the scope of its BMS and accreditation to the international standard BS ISO45001:2018.

- Quality Policy (BMS)
- Health and safety Policy (BMS)

The impact of the business on the environment is a primary concern of the management, and its commitment is visibly demonstrated by the effort put into maintaining the buildings and surrounding grounds of the site at Rillington for the benefit of the employees, the local community. The following policies are controlled by the BMS or Employee Hand book:

- Environment Policy (BMS)
- Sustainable travel policy (Employee Handbook)
- Vehicle policy (Employee Handbook)

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The Company takes its legal obligations seriously in all areas of governance, compliance, health & safety and the environment. This is demonstrated by the many accreditations The Company holds, the engagement of the Board of Directors and the continued success of the business.

The Company trades with its customers both directly and through a worldwide network of distributors. It sources raw materials and components on a world-wide basis. The Company strives to set an example to those with whom it trades either as a customer or a supplier. This is demonstrated by the following policies or statements:

- Anti-corruption and bribery statement (Employee Handbook)
- CSR policy (BMS)
- Modern Slavery statement

This CSR policy shall be:

- Communicated to all persons working for or on behalf of the organisation to ensure that they are made aware of their obligations.
- Made available to the public and interested parties on request and is published on the company website.
- Reviewed periodically to ensure that it remains relevant to the objectives of the organisation.

Signed:

Date: 2<sup>nd</sup> January 2024



Danny Macfarlane

Managing Director