

## **CORPORATE AND SOCIAL RESPONSIBILITY POLICY**

### **Statement**

The Hydrainer Group recognise that we must integrate our business values and operations to meet the expectations of our stakeholders, including investors, customers, employees, the community and the environment are reflected in the Group's policies and actions.

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 Group Chairman 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 on this policy rests with all employees throughout the Group.

### **Our Principles**

The Hydrainer Group value the principles of accountability, honesty and integrity in all aspects of our business. Our policy is to conduct our business in a manner which ensures:

- a. Fair treatment of all employees and clients.
- b. Transparency of our business policies and practices.
- c. High standards in all matters relating to health, safety and the environment.
- d. Ethical business practices throughout our operations.

We recognise that the involvement of our employees is key to the future success of the business and have adopted a policy of keeping employees fully informed on all matters affecting them. The Hydrainer Group is also committed to best practices in employment matters, recognising the role this plays in attracting and retaining staff.

To succeed in delivering the best possible service to our clients, every employee is expected to adhere to the Group's core values and uphold them in the workplace. Employees are expected at all times, to exercise the highest ethical judgement and comply with regulations and laws applicable to their duties. These principles cover all employees of the Group.

### **Commitment**

We are committed to:

- a. Continuous improvement in our Corporate and Social Responsibility (CSR) strategy.
- b. Encouraging our business partners to strive for matching performance.
- c. Acting in a socially responsible way.
- d. Continually improving our performance and meeting all relevant legislation.
- e. Encouraging our staff to be mindful of the effect of their actions on any natural resources.

### **Purpose and Aims**

The purpose of the policy is to make clear to all stakeholders what we mean by CSR and how we propose to work towards achieving it. The CSR Policy applies throughout the Group and governs our approach to all our activities.

In implementing this policy, we aim to:

- a. Be responsible.
- b. Be an exemplar of good practice.

### **Business Conduct**

The Hydrainer Group recognises that good CSR embraces all aspects of sustainable development and the way we affect people through our business operations. We will assess which social issues are of most relevance to contracts and decide at what stage this social policy could

most effectively and legally be included. The Group shall operate in a way that safeguards against unfair business practices and believe that a responsible approach to developing relationships between companies and the communities they serve nationally and locally is a vital part of delivering business success. When carrying out our business, in consultation with our customers we will determine the environmental, economic and social issues.

### **Corporate Governance**

- a. The Hydrainer Group are committed to ensuring that our business is conducted in all respects according to ethical, professional and legal standards.
- b. All laws that regulate and apply will be complied with.
- c. All groups and individuals with whom we have a business relationship will be treated in a fair, open and respectful manner.
- d. Competition will be reasonable and based upon the quality, value and the products and services being supplied.
- e. Feedback on performance will be actively sought on all our activities to ensure best practice is observed at all times.
- f. We will allow customers to give feedback on our performance.
- g. An action plan will be developed to ensure continuous improvement is achieved.

### **Equal Opportunities**

The Hydrainer Group is committed to providing equal opportunities to all workers and job applicants. It aims to ensure that no job applicant shall receive less favourable treatment on the grounds of sex, marital status, sexual orientation, race, colour, religion or belief, nationality or ethnic or national origin. The Group will not treat an employee or job applicant less than favourably for a reason relating to their disability or part time or fixed term status unless this can be justified. The Group will also take all reasonably practicable steps to ensure that disabled applicants or workers are able to participate in its business activities on an equal basis with people who are not disabled.

All employees are responsible for complying with this policy and for ensuring that the standards of behaviour required by the Group are observed by:

- a. Treating others on their merits and disassociating themselves from any form of direct or indirect discrimination, victimisation or harassment.
- b. Bringing to the attention of their immediate supervisor any suspected working practise in breach of this policy and
- c. Working together to provide a harmonious working environment free from discrimination, harassment and bullying.

The Group regards direct or indirect discrimination, victimisation or harassment as a serious matter. Employees who fail to comply with this policy will be subject to the Group's Disciplinary Procedures as detailed in the Employees Handbook. All breaches of this policy will be regarded as serious disciplinary matters and will, if there has been victimisation, intentional discrimination or deliberate harassment be regarded as potential gross misconduct leading to summary dismissal.

The Group recognises that misunderstandings can arise where people of different sex, interest and cultures work together. Any employee who believes that he or she is being treated in a way that is contrary to this policy should raise the issue with their direct supervisor.

### **Discrimination, sexual harassment and other forms of harassment and/or bullying**

All staff are entitled to work in an environment which respects their personal dignity and which is free from harassment, bullying or any other type of intimidation. Harassment whether on the grounds of sex, race, colour, nationality or ethnic origin, religion or belief, or age, disability, sexual orientation, being in an inferior position in terms of power or hierarchy (leading to bullying),

willingness to challenge harassment (leading to victimisation) or otherwise will not be tolerated by the Group.

### **Human Rights**

The Group aim to support and respect the protection of internationally proclaimed human rights.

### **Grievances**

The Group has a formal grievance procedure to provide employees who consider that they have a problem or complaint about their work with a mechanism for resolving the issue fairly and speedily. The Grievance Procedure 7.0 is contained within the Employee's Handbook.

### **Environment**

The Group's objective is to endeavour to reduce our impact on the environment through a commitment to continual improvement. A formal Environmental Management System (EMS) complete with an Environmental Policy has been produced detailing the Group's objectives and targets. The policy is located in the Health & Safety Manual, Section 19 and the Environmental Management System Section 6.0.

The Board of Directors' give full backing to this policy and will support all those who endeavour to carry it out.

The Corporate and Social Responsibility Policy will be reviewed every 12 months by members of Senior Management. The review will be recorded and changes to this policy made available to all employees.



Signed:

Review Date: June 2022

Jeff Barden  
**Group Chairman**