

R&R FRONTLINE SERVICES LTD CORPORATE & SOCIAL RESPONSIBILITY POLICY

The Company is very aware of our responsibilities to ourselves, as well as our responsibilities to others, acknowledging how we may impact upon the communities and the environment in which we operate.

Our core values encapsulate our business philosophy. We are an ethical business conducted with integrity, independent, with a true passion for the business, our employees and wider community. Our open, participative management style, challenges convention and rewards innovation respecting all stakeholders. Trust, honesty and integrity are paramount to our organisation

In turn these core values are cascaded into our approach to Corporate & Social Responsibility, reflecting a commitment to encourage people to combine local ambition with community objectives and environmental awareness.

The company defines Corporate Social Responsibility as follows:

- We always aim to conduct business in a socially responsible and ethical manner;
- The environment as well as the safety of people enjoys our highest priority;
- Our company fully supports the existing human rights;
- We are keen to support and interact with the communities in which we work.

The company guarantees that all issues concerning Corporate Social Responsibility are supported in our day-to-day business activities and administrative matters. Furthermore it is ensured that all issues regarding Corporate Social Responsibility are in line with the company's stakeholders' interests. The company commits itself to being recognised as an organisation understanding and protecting Corporate Social Responsibility, and believes that in doing so considerable value will be added for its shareholders.

This policy relates to all activities dealt with by or on behalf of the company.

The company's employees wholly embrace the considerations of Corporate Social Responsibility outlined in this policy. The company's management team leads by example in this regard, as it continuously integrates those concerns into its daily business routine. The management team members make certain that proper organisational structures exist to identify, follow and manage Corporate Social Responsibility matters and performance pertinent to the business.

This policy rests on the subsequent fields, which reflect existing and emerging standards of Corporate Social Responsibility:

Environmental Health & Safety

The company is dedicated to protect the health and safety of all people who come into contact with our services; this includes employees, contractors and the general public. We will not compromise the health & safety of any person; we will ensure a safe and healthy workplace. The company will strive to advance responsible environmental practices and continue to improve.

All the company's' employees are responsible for helping to work in a safe workplace and for operating in an environmentally accountable manner.

Environmental Policies & Procedures

The Company recognises that it has a responsibility to the local community and to the environment as a whole to reduce the environmental impact caused through its operations. The Board of Directors is committed to developing policies and procedures through the

course of its business, using the principals of Best Practical Environmental Option (BPEO). Due to the nature of the business the organisation currently employs working practices, which have a minimum environmental impact, but shall continue to develop policies of minimum waste in order to strive for continuous improvement.

As a matter of policy Management shall seek to implement and promote environmentally friendly working practices and programmes with the aim of:

- Eliminating or reducing waste as far as is reasonably practicable
- Striving toward a paperless system by the continued introduction of IT for all departments.
- Practicing good housekeeping in all areas
- Ensuring that all materials purchased using the concepts BPEO
- Ensuring all staff practice minimum waste techniques by turning off un-needed lighting, not allowing taps to drip and closing doors and windows to retain heat

The Company is committed to:

Environmental Law

Complying with all relevant environmental law and regulation

Environmental Improvement

Continual improvement, to reduce environmental impacts

Assessment of Long-Term Environmental Benefits

Ensuring that long-term costs and long-term environmental benefits are taken into consideration

Environmental Assessment of Contracts

Ensuring that environmental impacts are assessed as part of tendering for contracts

Environmental Awareness

Increasing awareness of environmental priorities and issues

Environmental Management

Implementing management systems, education, training and communications to minimise environmental impact

Some of the factors which influence an organisation's effect on the environment are:

- ❖ Location
- ❖ Supplies required
- ❖ Work Activities
- ❖ Products
- ❖ Waste

R&R FRONTLINE SERVICES AIM TO HELP THE ENVIRONMENT BY

Reduce the impact our business has on the environment.

- ❖ **recycling**
- ❖ **Reduces refuse waste**
- ❖ **Reduce water waste**
- ❖ **Reduce waste on electricity**
- ❖ **Car sharing**
- ❖ **Fuel and wasted travel**
- ❖ **Reduce paper waste**
- ❖ **Print on double side when possible**
- ❖ **Increase Use electronic mail**
- ❖ **Recycle programme**
- ❖ **Educating all stake holders**

Customer awareness

Reducing your environmental impact can help to demonstrate corporate social responsibility (CSR) and improve the image of your business.

There is a growing awareness of environmental issues and customers, investors and other stakeholders are increasingly concerned about dealing with businesses that have good environmental credentials. Having environmental policies and procedures in place is likely to be viewed positively and can also help you win contracts when you tender for business.

Employee benefits

Educating your employees about the environmental impacts of transport and encouraging them to walk, cycle or use public transport for commuting and business travel can benefit their health and finances. It may also contribute to reduced sickness absence, increased staff retention and improved local air quality.

A workplace travel plan can be a cost-effective way for you to put these policies in place.

Getting your environment policy right with good planning will:

- ❖ **Increase your company profile**
- ❖ **Increase company image and public relations**
- ❖ **Become more profitable**
- ❖ **Increase public relations**
- ❖ **Be more competitive**
- ❖ **Prevent an after event clean up**
- ❖ **Marketing advantages**
- ❖ **Meet company aims and objectives**

What do you need to do?

- Familiarise yourself with the Environmental Policy and processes that you are required to carry out to minimise environmental impact.
- Ensure that you work to the requirements of the Environmental Policy and processes.
- Inform your Line Manager or Supervisor of any problems that you have in working to the Environmental Policy and processes.
- Make suggestions if you feel that the Environmental Management System can be improved.

How to have a successful policy

- ❖ Plan a policy
- ❖ Implement the policy
- ❖ Measure the policy
- ❖ Review the policy

R&R Frontline services Ltd Environmental Impact

Electricity

Company vehicles and management Vehicles:

BV07 AEE	73,000 miles per annum
Second van	30,000 miles per annum
R8R RP	35,000 miles per annum
W188 JPJ	60,000 miles per annum
LC53 KJN	40,000 miles per annum
Total Annual Miles	238,000,000

Printing: 260 reams of paper per annum

Telephone calls
Mobile Phone X 7
Land Line 2
Fax

Waste 260 black bags per annum

Reducing the above will help the environment.