



APPENDIX F

Social and Ethical Policy Statement

Szerelmey's Social & Ethical Policy ensures that the Szerelmey companies undertake activities in a socially, ethically and environmentally responsible manner. This includes the ethical treatment of employees, customers, contractors, suppliers, and the public. The policy extends beyond the Companies' direct dealings with people to include the social impact of its activities.

The Lead Director is responsible for the implementation of this Policy.

The Policy objectives are regularly reviewed and are supported by a number of other specific policies and procedures, which are regularly audited by external bodies, in particular, the Health and Safety and Environmental Policies and the Code of Conduct.

Policy Objectives:

Corporate

The Szerelmey Companies are committed to the principles of good corporate governance and to ensuring that its business is properly directed and managed for the benefit of its shareholders, managers and employees.

The Companies seek to maintain an informative and pro-active dialogue with its supply chain through regular meetings, reports and reviews carried out within an integrated business management system.

The Companies believe in honesty, integrity and professionalism in all aspects of business. Bribery and corruption are unacceptable practices.

The Companies are committed to the development of Quality Management Systems throughout the business, as recognised by ISO 9001 and ISO 14001 Accreditations.

Employees and Contractors

The Companies strive to ensure that all employees, contractors and supply chain workers are treated fairly and with respect and are appropriately rewarded.

The Companies facilitate effective communication with and between staff by various means including email, newsletters', staff presentations and meetings, and invite feedback through staff surveys.

All employees receive annual personal development reviews which enable individual training needs to be identified.

Suppliers of Goods and Services

The Companies endeavour to deal with all suppliers of goods and services in an open and honest manner and with professional standards of respect and integrity.



Operational Processes

Sourcing of Materials

The Companies avoid trade with oppressive regimes and encourage the procurement of materials produced in a manner that does not use child labour, or any other form of forced or inhumane treatment, and from sustainable sources whenever practicable.

Construction

The Companies take all reasonable measures to minimise the disruptive effect on the community from the construction process.

Sales and After Sales

The Companies strive to meet the reasonable expectations of their customers and to treat them with respect.

Environmental

Through their Environmental Policy and processes, the Companies identify and prioritise any significant environmental aspects of operations and take steps to control and reduce the impact on the environment.

Health and Safety

Through their Health and Safety Policy, the Companies conduct activities with due regard for the health, safety and welfare of their employees, contractors, clients, visitors and members of the public wherever the Companies activities are carried out.

Employee processes

- Training and Development Policy, Policy and procedure on Training of Directors
- Attendance Policy, Absence Rules, Holiday Entitlement Rules, Compassionate Leave, Overtime Rules
- Statutory Requirements (Jury Service, Maternity Leave, Paternity Leave, Working Time Regulations)
- Company Car Policy
- Rules relating to Company bonus scheme, Standard Contract/terms of Employment opt out agreement
- Disciplinary Rules and Procedure, Grievance Procedure
- Recruitment Procedure, Recruitment Advertising Procedure
- Equal Opportunity Policy
- Internal E-mail Policy

Signed:

MD of Szerelmey Limited
Date: 6th April 2023

Signed:

MD of Szerelmey Restoration Ltd
Date: 6th April 2023

Signed:

Director of Szerelmey (GB) Ltd
Date: 6th April 2023