

# SBFI Group

Corporate Responsibility & Sustainability Policy



## **The board's commitment**

The Company's board charter states our commitment for corporate responsibility and our Managing Director, Alan Hynd, is the primary contact for coordinating the Company's corporate responsibility policy ensuring a sustainable supply from environmentally responsible sources.

Management systems and policies are in place covering:

- Corporate Governance
- Ethical Business Practice
- Environmental Performance

At all times we actively attempt to source and develop products and services which improve our mutual, social, ethical and environmental performance.

## **Note from the owner**

To support the accomplishment of our corporate responsibility we continue to develop our Environmental Management System and to apply the standards of our BS EN ISO 14001 accreditation which SBFI achieved in 2008.

In partnership with our suppliers we continue to research new materials and manufacturing processes working towards Cradle to Cradle (Dr. M Braungart & B McDonnough) design principles.

## **Introduction**

SBFI have developed a policy to follow key elements of corporate responsibility that are appropriate for a business of our size and reach.

We acknowledge the fact that our clients are generally global corporations with highly developed principles, great global diversity and high staffing levels. Therefore we understand our clients require large resources to plan and implement relevant initiatives.

We have focused on the standards set out in AA1000APS, these being materiality and responsiveness, based on the foundation principle of inclusivity. Together these support the realisation of accountability.

## **Our Mission**

We're dedicated to improving environmental performance from conceptual design through to end of life Disposal.

We approach every project with a desire to surpass our customers' expectations. SBFI offers solutions to our customers of the highest quality, managing technology while maintaining a commitment to design products with style. We embrace this mission and at the same time adhere to and champion business practices that respect our customers, employees, partners and suppliers, as well as the environment.

## Our Environmental Policy

Through our environmental objectives we strive to minimise any negative effects upon the local and global environment.

To ensure that all our activities comply with the relevant environmental laws, regulations and industry codes of practice. Where there are no applicable external standards SBFI employ our own policies and targets to ensure that all activities support our environmental responsibilities.

To regularly review the levels of waste throughout the company and the percentage of total waste recycled. We endeavor to increase the recyclability of our products and support our customers to dispose of their products responsibly at the end of their life cycle.

To regularly review the amount of energy, raw materials and resources used in every area of the Company including investment in modern machinery with high energy efficiency.

To ensure that all staff understand and strive to achieve, our environmental goals. Information and training is provided where applicable to increase environmental awareness. Staff input is actively encouraged to help us achieve our objectives.

• Apply best practice and standards for materials usage and sources to meet SBFI's objectives, and to assist clients to meet their environmental objectives and targets,

including those related to BREEAM and LEED accreditations:

- Manage the use of hazardous materials and reduce where possible
- Ensure the use of Low Emitting Materials in manufacture of composites and laminates
- Offer FSC accredited wood product supplies and environmentally preferable alternative materials where applicable
- Encourage all supply chain partners to source materials from traceable and sustainable sources where manufacturing carbon and ecological footprints have been assessed and minimised
- Seek to use wood, metal and consumable materials with an average of at least 30% recycled content, increasing to 40% for 2014
- Work with ISO 14001 or equivalent accredited suppliers where possible and encourage others to adopt the principles and standards implied in those standards

## Charities and Donations

SBFI recognises its corporate responsibility in supporting the local community and national causes by contributing to charities and bequeathing donations.

Some of the charities our global offices are proud to have supported include:

- NSPCC · Amnesty International
- British Heart Foundation
- Alliance for a Healthier Generation
- Mission Hospital Foundation
- Red Cross
- Prostate Cancer Foundations
- Muscular Dystrophy Foundation
- United Way · Caring for Children

## **Supplier code of conduct**

The SBFI Supplier Code of Conduct formalizes the key principles under which suppliers to SBFI are required to operate.

In selecting suppliers, SBFI works hard to choose reputable business partners who are committed to ethical standards and business practices compatible with those of SBFI.

This Code formalises our practices and makes clear that, recognising differences in cultures and legal requirements, we expect that wherever our suppliers are located, products manufactured for us are produced and provided in a manner compatible with the high standards that contribute to the outstanding reputation of SBFI.

### **Laws and Regulations**

Suppliers must operate in compliance with all applicable laws and regulations of the countries in which they operate. This includes employment law such as legal wages and benefits, working age, harassment, discrimination and equal rights.

### **Health and Safety**

SBFI Suppliers must provide workers a clean, safe and healthy work environment in compliance with all legally mandated standards for workplace health and safety in the countries in which they operate.

### **Environment**

SBFI Suppliers must comply with all local environmental laws applicable. Suppliers must not use materials considered harmful to the environment but should encourage the use of processes and materials that support sustainability of the environment.

### **Subcontracting**

SBFI Suppliers must not use subcontractors in the manufacture of SBFI products or product components without prior approval from SBFI, and only after the subcontractor has agreed to comply with this Code.

## Governance and ethics

It is our policy to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our dealings wherever we operate. We are also committed to implementing and enforcing effective systems to counter bribery.

### Anti-corruption policy

**1.1** This policy applies to all individuals working at all levels and grades including senior managers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors and any other person providing services to us.

**1.2** A bribe is a financial or other advantage offered or given: - to anyone to persuade them to or reward them for performing their duties improperly or - to any public official with the intention of influencing the official in the performance of his duties.

**1.3** This policy does not prohibit giving or receiving promotional gifts of low value and normal and appropriate hospitality. However, in certain circumstances gifts and hospitality may amount to bribery and all employees must comply strictly with SBFI's ethics policy in respect of gifts and hospitality. We will not provide gifts or hospitality with the intention of persuading anyone to act improperly or to influence a public official in the performance of his/her duties.

**1.4** We do not make and will not accept facilitation payments or "kickbacks" of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government official. Kickbacks are typically payments made in return for a business favour or advantage. All employees must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by us.

**1.5** We do not make contributions of any kind to political parties. No charitable donations will be made for the purpose of gaining any commercial advantage.

**1.6** We will keep financial records and have appropriate internal controls in place which will evidence the business reason for making any payments to third parties.

**1.7** All expense claims relating to hospitality, gifts or expenses incur to third parties must be submitted in accordance with our expenses policy and specifically record the reason for the expenditure.

**1.8** All accounts, invoices, memoranda and other documents and records relating to dealings with third parties such as clients, suppliers and business contacts, must be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off book" to facilitate or conceal improper payments.

**1.9** Employees will be encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. No employee will suffer any detriment as a result of raising genuine concerns about bribery, even if they turn out to be mistaken.

**1.10** The effectiveness of this policy will be regularly reviewed by the Board. Internal control systems and procedures will be subject to audit under the internal audit.

## Global reach

Arrange a visit to any of our worldwide showrooms as they showcase our product ranges and are staffed by our experts. Having global offices ensures that our service levels are consistently high across all regions.

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