

# BISLEY CORPORATE SOCIAL RESPONSIBILITY POLICY

## Social & Environmental Performance in our Community

Corporate Social Responsibility at Bisley means doing the right thing for our people, our business and the communities we operate in. We continually strive to improve our social and environmental performance with the objective of ensuring that our activities contribute to the sustainable development of the communities in which we operate.

Examples of our commitment as a responsible corporate citizen are:

- ✓ Bisley is a member of the Engineering Employers Federation
- ✓ Bisley is a Gold Partner of The Duke of Edinburgh's Award Scheme (the first organisation in Wales to become a Gold Partner)
- ✓ Bisley is an equal opportunities employer. The Company operates a recruitment and selection procedure which ensures all applicants are treated equally

## A Great Place to Work

Bisley provides well paid, long-term secure jobs for all its employees, maintaining its position as market leader in the UK, in the face adverse competition and economic trading conditions. Bisley is very proud of its record of never having subjected any of its hourly paid employees to compulsory redundancy. Equally, Bisley has become a well respected organisation which all our employees are proud to work for. The Company has excellent communication links with its employees via regular Works Council meetings, a monthly team brief and a quarterly 'NewsFile' circulated to all employees.

## Involvement in the Community

Both the Bisley factories have well established links and focused involvement at all educational levels both in South East Wales and in Surrey. Bisley has provided engineering support to projects at both Lliswerry and Bassaleg Comprehensive schools in the Newport area, as well as Cross Keys College just outside Newport, including visits to the factory. In Surrey, Bisley invites Engineering and Design students from Guildford College to an annual presentation by the senior production team, from which the group tackle a variety of engineering projects as part of their second year course work. University of the West of England (Bristol) second year Design Students have twice been given the opportunity to develop and design an idea for Bisley from prototype into Production, again as part of their coursework. In addition, Bisley regularly offers work experience placements for young and disabled people at both factories, as well as sponsoring students at University.

## Donations to Charitable and Sporting Organisations

Bisley has enjoyed a long association with local Hospices – the Woking Hospice, the St Anne's Hospice in Newport and Ty Hafan, a children's hospice near Cardiff. The Company has donated significant monies direct to these charities and various fund-raising efforts have produced generous donations. The Newport factory has continuously raised money for the Noah's Ark Appeal which has built the new dedicated Children's Hospital for Wales at the University of Wales Hospital in Cardiff. At Bisley, employees have also regularly donated and raised funds for Marie Curie Cancer Care. Whenever possible, Bisley often tries to help charitable organisations and other good causes or by donating returned or slightly damaged stock (cupboards, filing cabinets etc), gestures which are always appreciated by fundraising administrators. Bisley has often supported local football, rugby and boxing clubs with financial help.

## Impact on the Environment

Bisley is ISO 14001:2004 accredited and an associated accredited member of Green-Works which is a non-for-profit charitable organisation that specialises in recycling furniture to third world countries and other charitable organisations. Also as accredited members of FISP (Furniture Industry Sustainability Programme) and FIRA 'Club-Green' we actively support the preservation of natural resources and the environment. Bisley is involved in the following organisations and projects to help reduce or limit our impact on the environment:

- Carbon Trust and ENICA regarding energy conservation projects (achieving a 10% reduction in gas and electricity usage)
- Envirowise.gov.uk (Government-led project work relating to waste stream management, recycling and reduction)
- Projected reduction of 180 metric tonnes of carbon emissions following installation of new energy-efficient lighting systems and other energy saving directives, ie monitoring water and energy supplies
- Actively encouraging employees to participate in the 'Ride2Work' Scheme, supporting the UK Government's Green Transport Plan
- Recycling – All our steel office storage products are fully recyclable. Other internally-generated waste materials are recycled including: paper, cardboard, cans, waste oils, electrical equipment, wood and plastics
- New manufacturing technology and innovative product design have achieved a reduction in component parts and raw materials of on average 25%, while still maintaining the integrity of our products.

Signed:   
**John Irwin, Managing Director**  
Date: *7<sup>th</sup> October 2009*