

## P16 –Corporate Responsibility Policy

This policy forms part of the Quality Management System for JPF Systems Ltd Incorporating The Automatic Door Company, which complies with the requirements of BS EN ISO 9001:2015.

All references to JPF Systems Ltd are also references to The Automatic Door Company within the terms of this policy.

Our Corporate Responsibility purpose is to:

Treat all colleagues with dignity and respect in an inclusive and fair working environment. Promote equality of opportunity for all within JPF Systems Ltd (inc. The Automatic Door Company)

Reduce our carbon footprint, provide value for money and ensure JPF's practices are environmentally sustainable.

Engage, inspire and develop colleagues whilst proactively seeking to support our local community

### What is Corporate Responsibility?

Corporate Responsibility is the action we take to ensure we are not only a responsible employer towards our colleagues but also that we recognise and manage our impact on the wider community, for example reducing our carbon footprint and maintaining environmentally responsible business practices.

### Why Corporate Responsibility?

Embedding Corporate Responsibility into operational activities will make us a more efficient organisation by reducing our operational costs, creating a more engaged and diverse workforce, providing development opportunities for colleagues and building closer links with our local community.

Our Corporate Responsibility programme brings together our various activities into three streams of work: diversity and equality, footprint and sustainability and volunteering and community.

We are committed to acting in a responsible manner, ensuring that:

As an employer, we:

- Treat all colleagues with the dignity and respect they are entitled to
- Commit to equality of opportunity for all, irrespective of race, disability, gender (including gender re-assignment), age, religion or belief and sexual orientation; enabling us to make the best and most effective decisions and to utilize fully the talents of all colleagues
- Consider our economic, social and environmental impacts, and encourage our colleagues to adopt responsible behaviour.
- Inspire and develop our colleagues and ensure we support our local community
- Commit to the need to eliminate unlawful discrimination

- Address the need to adopt socially and environmentally responsible behaviour
- Lead by example in promoting equality, diversity and human rights
- Reduce our carbon footprint and ensure we are environmentally sustainable in our practices
- Demonstrate our commitment to being a good corporate citizen

The board of Directors is committed to the implementation of this policy and will give full backing to all those authorised to carry it out.

Approved by  \_\_\_\_\_

Richard Parker (JPF Group Managing Director)

Date: 12/01/17

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