



# Corporate Social Responsibility Statement

**Hannafin Contractors recognises that responsible, ethical and sustainable corporate performance is essential to the long-term success of our business and desirable to all of our stakeholders. We adhere to the following principles:**

## **Environment and Sustainability**

We have developed an environmental management system that is externally verified to ISO 14001 to support the continual improvement of our environmental performance.

To achieve this we will set, monitor and review our environmental targets and objectives, supported by the provision of effective communication, awareness and information for employees.

We will work together with our clients to assist in developing and implementing best practice in environmental performance in the design, construction and delivery of all of their projects.

Where applicable we will ensure that our sourced materials are purchased from suppliers who support sustainability. For example the use of timber certified by the Forest Stewardship Council (FSC)

## **Health and Safety**

We have implemented and maintain an occupational health and safety management system, which is externally verified to OHSAS 18001, to ensure we can effectively monitor and review our health and safety performance.

We are committed to the continual improvement of our health and safety performance and have developed procedures and safe systems of work to safeguard our employees, visitors, contractors and members of the public.

All employees are encouraged to refuse work if they feel that their health, safety or wellbeing may be compromised in any way. By following our work safe policy, no action will be taken against them.

## **Community**

We support the development of local businesses and we use local people and other local resources wherever possible.

We support local communities and groups in which we work through charitable contributions.

We encourage the giving of time and money by our employees and have policies in place to match or support these endeavours.



## **Modern Slavery**

Hannafin Contractors Limited recognises that as a commercial organisation it has a moral and social responsibility to take a zero-tolerance approach to modern slavery in all forms.

We are committed to preventing slavery and human trafficking in all our activities, and to ensuring, as far as we are able, that our supply chains are free from slavery and human trafficking.

We aim to undertake due diligence when considering taking on new suppliers, including:

- Understanding our supply chain so as to identify and assess particular services or geographical risks of modern slavery and human trafficking.
- Evaluating modern slavery and human trafficking risks through the completion of our Subcontractor and Supplier Questionnaires. Terminating our relationship with suppliers that fail to improve their performance in line with an action plan or violate our Company policies or procedures.
- All Labour Suppliers/Contractors are also required to provide a declaration confirming their compliance. This is monitored and any Labour Supplier/Contractor failing to meet compliance will not be utilised.

Hannafin Contractors Limited takes any breach of this policy extremely seriously. Any breaches, either internally or through our supply chain, can be reported in confidence, if required, to the Director or the SHEQ Manager as their capacity as anti-slavery and human trafficking officers for the company.

This statement is made pursuant of section 54(1) of the Act and constitutes our slavery and human trafficking statement.

## **Whistleblowing**

The Public Interest Disclosure Act 1998 protects employees who 'blow the whistle' about wrongdoing from being subjected to a detriment. It makes provision about the kinds of disclosure which may be protected, the circumstances in which such disclosures are protected and the persons who may be protected.

This policy implements those requirements and is intended to encourage employees to make disclosures about wrongdoing to the company, without fear of reprisal, so that problems can be identified and resolved quickly.

This policy has been developed to ensure that Hannafin Contractors Limited's employees are permitted to speak freely without being subject to disciplinary action or victimisation provided that they:

- Make the disclosure in good faith.
- Reasonably believe that the information disclosed, and any allegation contained in it, is substantially true.
- Do not act for personal gain.



This policy is intended to protect:

- Employees who raise genuine and legitimate concerns in relation to financial malpractice, miscarriages of justice, dangers to health and safety risks to the environment.
- Other individuals who perform work for the company who raise genuine and legitimate concerns.
- The company and other employees and workers against false, vexatious and malicious accusations.

The process for reporting concerns is to contact the Managing Director directly on 01562 827 895

### **Bribery and Corruption**

Hannafin Contractors Limited pride ourselves on our outstanding corporate reputation based on strong values of transparency and integrity.

We will not tolerate bribery within our company or within those partner companies with which we do business. We are committed to measures to comply with the Bribery Act and to ensure we carry out our activities in an honest and ethical manner, and any breaches of this policy or associated laws will be reported to the police.

Adopting principles set out in the government guidance relating to the Act, we have introduced a number of internal policies and procedures to prevent the risk of bribery, corruption, fraud and malpractice both within our organisation and among our clients, partners, suppliers, contractors, sub-contractors and any other third party associated with Hannafin Contractors Limited.

All instances of the provision of hospitality and gifts both on behalf of Hannafin Contractors Ltd or received by any of our employees shall be reported to senior management. Hospitality and promotional business expenditure so long as deemed proportionate and reasonable by senior management will be acceptable.

Anyone within the company found to have given or received gifts outside of this scope may face disciplinary action.

If anyone feels that there is a breach of this policy they can report this in the strictest confidence to Peter Hannafin following the company's whistle blowing policy.

We will ensure that all business is carried out with complete integrity and transparency.

### **Equal Opportunities**

We are an equal opportunities employer, which means that we are totally committed to the principle of equal recruitment, training, development and treatment of all employees and prospective employees irrespective of gender, marital status, race, nationality, ethnic origin, disability, sexual orientation, religious convictions, religious beliefs or age.



We will take all reasonable steps to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion or career progression are based solely on objective criteria and in accordance with all applicable laws.

It is also our policy to give full and fair consideration to employees and potential employees who are disabled and provide appropriate training and development with promotion prospects at least equivalent to those available to other employees.

Hannafin Contractors Limited is committed to a policy of diversity and equal opportunity and fully supports the rights of employees to work in an environment which is free of sexual or racial discrimination or of bias related to any disability, accordingly not to treat one group of people less favourably than others because of their sex, marital status, sexual orientation, race, colour, religion, religious beliefs, nationality, ethnic origin or disability in relation to decisions to recruit, train or promote employees.

Hannafin Contractors Limited will not tolerate any form of victimisation or sexual or racial harassment.

We will take appropriate action including, where necessary, disciplinary action against any member of the Company found to have discriminated against another.

Name	Peter Hannafin MEng
Position	Managing Director
Date	23 <sup>rd</sup> October 2019
Signature	
Review	23 <sup>rd</sup> October 2020

