

Morganstone recognises that we must integrate our business values and operations to meet the expectations of our stakeholders, including clients, employees, suppliers, the environment and the community. We aim to be a good corporate citizen in all of our undertakings and are committed to meeting our obligations as a responsible contractor. This policy will be made available to all employees, clients and other interested parties and will be reviewed regularly to ensure standards are being maintained.

This policy is underpinned by the Company's Business Management System (BMS) and is issued in conjunction with Company Policies, including but not limited to our Health and Safety, Training and Development, Environmental, Sustainability, Equal Opportunities and Grievance Policies.

## **Business Ethics**

The following ethics represent the minimum standards to which Morganstone will adhere in all its undertakings:

- We will conduct every aspect of our business in the spirit of honesty, integrity, openness and partnership.
- We will respect the human rights and interest of our employees, clients, neighbours, communities and third parties.
- We will respect the legitimate interests of all parties with whom we deal and adhere to our core values; integrity, respect, ambition, innovation, passion, and legacy.

## **Human Rights**

We will respect the human rights of our employees, supply chain and all third parties with whom we have dealings.

We ensure that, as a minimum, the following standards are met and adhered to:

- We will not employ any child, forced or bonded labour or have dealings with any company which does.
- We will adhere to the non-discrimination laws.
- We will not condone the use of physical or mental coercion or abuse and will take action against any employee deemed to defy this policy.
- We will respect the rights of individuals to confidentiality of personal information kept by the Company.
- We provide staff with a non-discriminatory grievance procedure which they may invoke if they have a grievance about any aspect of their employment.

## **Employees**

Morganstone believes that success can only be achieved through attracting and developing the best employees.

The Company aims to:-

- Create a working environment which allows all employees to reach their full potential.
- Provide employment and training opportunities to local people and provide long-term prospects for continued employment when contracts end.
- Provide employees with challenging and rewarding work, while recognising that they need sufficient time to enjoy well-rounded, satisfying lives.
- Offer a fair benefits package to all employees, to increase employee satisfaction and encourage long-term retention of staff.
- Support employees to develop to their full potential by offering training and career development opportunities.
- Provide training to all employees in accordance with the company's Equal Opportunities and Training and Development Policies.

## Equal Opportunities

Morganstone is committed to providing a fair workplace where all employees feel respected and valued. In order to achieve this, Morganstone operates an Equal Opportunities Policy that applies to all aspects of employment, from recruitment to dismissal.

Morganstone will ensure that:

- No one receives less favourable treatment on the grounds of race, colour, ethnic or national origin, religion or belief, sex, sexual orientation, marital status or maternity-related reasons, disability, age, or trade union membership or activity.
- The organisation is free of conduct that violates the dignity of employees, or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training, or promotion are open to all employees equally, regardless of race, colour, ethnic or national origin, religion or belief, sex, sexual orientation, marital status or maternity-related reasons, disability, age, or trade union membership or activity.
- Selection for employment, promotion, transfer and training, or access to benefits, facilities and services will be based solely on merit.

## Environment

Morganstone recognises its responsibility to manage the impact of its activities on the environment, and the Company is committed to best environmental practice, in order to minimise any negative effects its activities have on the environment.

Our Environmental Management Policy and Procedures provide a framework in which we conduct our operations.

Morganstone will:

- Adhere to its Environmental Management System, based on ISO 14001.
- Comply with all applicable legislation, standards and practices, and the specific requirements of our clients and regulatory bodies.
- Adopt best practice and, where possible, assist in developing innovative solutions to environmental problems and issues.
- Ensure that all our works have been reviewed for potential impact on the natural habitat, minimising energy use by using efficient equipment and well-insulated site accommodation.
- Ensure projects minimise waste and segregate waste suitable for recycling.
- Reduce the production of waste and develop effective waste management and recycling procedures.
- Establish environmental targets and objectives, and monitor performance against these targets.

## Sustainability

We are committed to delivering sustainable construction within our business. Our Sustainability policy is based around the fundamentals of Morganstone, being a regional business with significant use and development of local resources and the inherent community involvement. In line with the Government's "Securing the Future" document, we will:

- Aim to reduce waste in construction through off-site construction, improved build ability in design and greater planned use of locally available recycled materials.
- Use innovation and value engineering in order to produce sustainable solutions as part of the design development and planning process.
- Manage construction operations to minimise carbon emissions, including information exchange and storage, site accommodation, plant, materials, transport, personnel travel based on local sourcing and employment.
- Promote water conservation measures in new projects.
- Maintain our firm commitment to environmental management and pollution control, including waste management and measurement.
- Promote recycling, waste segregation, re-use.

## **Sustainable Communities**

Morganstone recognises that it operates in a number of local communities and that the role the Company plays in these is important to the continued success of its business.

In order to maintain a good relationship with local people and communities, Morganstone will: -

- Recognise that construction work can cause disturbances to local businesses and residents, and work to reduce the impact that our activities have on the surrounding area.
- Ensure that contact points are established and made clearly identifiable to ensure clear communication between the Company and members of the public.
- Maintain a commitment to supporting local communities and charities, particularly those where we can add particular value to their activities, for example training and return to employment for those who have a history of long-term unemployment.
- Play an active part in local communities to maximise the learning and development opportunities afforded by our work.
- Establish relationships with local education establishments and voluntary services to maximise the learning and development opportunities afforded with our work.
- Manage our operations and safeguard our employees and others by maintaining the highest standards of health and safety.

## **Procurement**

We are committed to using local and sustainable resources and where all other factors remain equal, will use local suppliers or local branches of national companies. We are committed to procuring goods and services which have not jeopardized human rights, safety or the environment.

We will:

- Look to enter long-term trading agreements with supply chain partners.
- Develop and maintain a strong local supply chain for input into design / planning phases, and for local sourcing of services and materials.
- Focus on re-used, recycled or sustainable sources; research and propose sustainable alternatives where possible.
- Expect all suppliers to adhere to business principles and ethical standards similar to our own and in accordance with legislation.
- Only work with suppliers who have acceptable health and safety, environmental, quality, social and legal standards.
- Only purchase timber from legal and well managed forests which are certified under third party schemes (preferably the FSC) and have valid chain of custody certification.
- Require all waste disposal companies to carry a license under the Controlled Waste Regulations.

## **Health and Safety**

It is of the utmost importance that health and safety standards are maintained for all of Morganstone's activities and all its work locations. Morganstone recognises that construction work carries many risks and that health and safety must be central to the Company's vision. Morganstone will therefore:

- Maintain an Occupational Health and Safety Management System, based on OHSAS 18001, for which the Managing Director is responsible.
- Carry out hazard identification, risk assessment, and control with suitably experienced and competent personnel.
- Comply with all applicable legislation, standards and practices, and the specific requirements of our clients and regulatory bodies.
- Maintain a training programme to ensure all employees are able to carry out their duties safely and competently, and ensure all employees are aware of their responsibility for maintaining health and safety.
- Communicate to all employees the risks and controls associated with their work, and their responsibilities for effecting these controls.

## Corporate Social Responsibility (CSR) Policy



- Address health and safety as an agenda item at all Board Meetings to ensure that all objectives and targets are being met.

### Data Protection

- We will comply with Data Protection laws and regulations.

A handwritten signature in blue ink, appearing to read 'Ian Morgan', is positioned above the printed name and title.

Ian Morgan  
*Managing Director*  
**Morganstone Ltd**  
1<sup>st</sup> July 2022

**Next Review Date: 1<sup>st</sup> July 2023**