

1. SOCIAL AND ETHICAL POLICY

The Directors carry the overall responsibility for delivery of this policy and will be reviewed on an annual basis.

Edocuments Ltd

Will approach clients in a co-operative and collaborative way.

Will deal with clients in an open and honest manner.

Will seek to achieve mutually beneficial outcomes.

Suppliers

Edocuments Ltd

Will trade openly and honestly with suppliers.

Will work with suppliers in a collaborative way to reduce the environmental impact of joint activities.

Will ensure fair and timely remuneration for effective performance.

Preference will be shown to those Suppliers who can demonstrate a commitment to reducing their carbon emissions, water usage, waste, and packaging and/or increasing their recycling and avoiding landfill.

Consideration will be given to those Suppliers who can offer goods or services with low-energy consumption.

Targeting best value in procuring goods or services based not just on price but environmental, ethical, legal, and social considerations.

Procurement

Edocuments Ltd

Will provide a high level of ethical behavior and integrity and Openness

Recognises the well-being of all employees affected by the company's procurement processes including not dealing with Suppliers where health & safety, equal opportunities, diversity, labour, anti-slavery or other social practices are not treated with the same importance as laid down in the company's policies.

Community

Edocuments Ltd

Recognises its responsibility to the wider community in which the company operates.

Will actively review ways in which the company can play a positive role to support community initiatives, playing particular attention to local and disadvantaged groups.

Will encourage staff to support charitable initiatives through joint enterprise.

Environmental

Edocuments Ltd

Recognises its responsibility to reduce potential environmental impact.

Is committed to reducing waste, conserving energy, and promoting environmentally friendly technologies.

Will work in collaboration with both clients and suppliers to provide sustainable solutions.

Will give due regard for the environmental effect and sustainability of raw materials used in the provision of any goods or services.

People**Edocuments Ltd**

Recognises that each employee is an individual with unique aspirations, work styles and employment needs.

Will maintain a working environment, which promotes respect, eliminates discrimination, and encourages co-operation.

Will adopt a management approach, which displays fairness and transparency.

Health & Safety**Edocuments Ltd**

Recognises its responsibility for the health and safety of employees and others who may be affected by its works.

Will ensure that health and safety is never knowingly compromised for reasons of expediency or material gain.