

Corporate & Social Responsibility Policy

(Including anti-slavery policy)



JACK RICHARDS & SON
ROAD TRANSPORT

Scope

Jack Richards & Son Ltd seeks to set a good corporate image in everything that it does.

Objectives

Jack Richards & Son Ltd are determined to bring together our existing operating principles into one framework policy under the heading of Corporate Social Responsibility (CSR). The principles encompassed in this policy cover all areas of the organisations operations and have been developed by reference to relevant codes of corporate governance and international standards including the principles of the United Nations Global Compact Initiative.

The Board of Directors of Jack Richards & Son Ltd support the principles set out in this code and the aim of this policy is to translate that support into a set of guidelines and standards that set a common approach and provide practical guidance for our managers and employees.

Other Comprehensive policies may cover aspects of this policy in more detail. This policy therefore outlines multiple aspects of the companies commitment to corporate social responsibility.

The board of directors will review and update this policy accordingly.

Compliance, monitoring and reporting

Compliance with this policy will be continuously monitored and subject to review on an annual basis. Each local manager is responsible for ensuring that the principles set out in this policy are communicated to, understood and observed by all employees and for ensuring compliance in their area of responsibility.

The Board of Directors at Jack Richards & Son will not criticise management for any loss of business resulting from adherence to the principles set out in this policy.

Code of business ethics

This code applies to all of the operations at Jack Richards & Son Ltd and sets out the minimum standards which the Board of Directors expect from staff in their internal and external dealings with colleagues, customers, stakeholders and third parties.

Basic Standards of Conduct

Jack Richards & Son Ltd will conduct every aspect of our business with honesty, integrity and openness, respecting human rights and the interests of our employees, customers and third parties.

Jack Richards & Son Ltd will respect the legitimate interests of third parties with whom we have dealings in the course of our business.

Jack Richards & Son Ltd will maintain the highest standards of integrity.

Employees

- Jack Richards & Son Ltd is committed to creating and maintaining a safe and healthy working environment for its employees.
- Jack Richards & Son will strive to create a workplace in which there is mutual trust and respect and where every person feels responsible for the performance and reputation of the company.
- Jack Richards & Son will respect the individual and each other's rights, customs and traditions including the right to freedom of association and the right to decide whether or not to join a trade union.
- Jack Richards & Son will work towards achieving a diverse workforce, recruiting, employing and promoting employees only on the basis of objective criteria and the qualifications and abilities needed for the job to be performed.
- Jack Richards & Son will maintain good communications with employees through our information and consultation procedures.
- Jack Richards & Son will assist employees in realising their potential.

Customers

Jack Richards & Son is committed to providing safe, value for money, high quality, consistent, accessible and reliable services to its customers.

Business Partners and Stakeholders

Jack Richards & Son Ltd aim to develop strong relationships with our suppliers, stakeholders and others with whom we have dealings, based on mutual trust, understanding and respect.

In those dealings, Jack Richards & Son expect our partners to adhere to business principles consistent with our own.

Jack Richards & Son will conduct their operations in accordance with the principles of fair competition and applicable regulations.

Compliance with Law

All members of Jack Richards & Son will comply with the laws and regulations applicable wherever they do business. Appropriate training will be provided for employees as necessary.

Business Integrity

Jack Richards & Son shall not offer, give, seek or receive, either directly or indirectly, inducements or other improper advantages for business or financial gain and no employee may offer, give, seek or receive any gift or payment which is, or could be construed as, such.

Jack Richards & Son accounting and other records and supporting documents will accurately describe and reflect the nature of the underlying transactions.

No undisclosed or unrecorded account, fund or asset will be established or maintained.

Jack Richards & Son will not facilitate, support, tolerate or condone any form of money laundering.

The Environment

Jack Richards & Son is committed to making continuous improvement in the management of its environmental impact.

Jack Richards & Son will work with our partners to promote environmental care, increase understanding of environmental issues and disseminate good practice.

Conflicts of interest and confidentiality

Whilst Jack Richards & Son respects the privacy of its employees, all Jack Richards & Son employees are expected to avoid personal activities and financial interests, which could conflict with their responsibilities to organisation.

Jack Richards & Son employees and consultants must not seek gain for themselves or others through misuse of their positions or company property.

Information received by anyone in the course of his or her employment must not be used for personal gain or for any purpose other than that for which it was given.

Where information is confidential, that confidentiality must be respected.

Equal Opportunities and Diversity Policy

The Board of Directors at Jack Richards & Son are committed to equality of opportunity both in the provision of services to the public and as an employer. This policy sets out Jack Richards & Son commitment to treat equally and with fairness at all times its employees, customers, contractors and those who come into contact with the company.

Jack Richards & Son are committed to seeking continuous improvement and compliance with legislation based on the following principles.

- Everyone has the right to be treated with dignity and respect.
- Jack Richards & Son will not discriminate on the grounds of race, gender, disability, nationality, religion, philosophical belief, political belief, age, sexual orientation, family status, trade union activity or any other factor.

- Jack Richards & Son will adopt fair and inclusive practices throughout our operations and will seek to eliminate all prejudice, discrimination, bullying and harassment.
- All employees have a personal responsibility for the practical application of this policy in their day-to-day activities and must support the policy at all times.
- Non-compliance with this policy will be treated seriously and will not be tolerated.
- Jack Richards & Son will monitor our compliance with this policy and the requirements of relevant underpinning legislation as appropriate.

United Nations Global Compact Initiative

Jack Richards & Son supports the principles of the United Nations Global Compact Initiative and will adhere to the following principles in respect of our staff.

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights.

Principle 2: make sure that they are not complicit in human rights abuses.

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Data Protection

Jack Richards & Son are committed to complying with the General Data Protection Regulation.

Customers

Jack Richards & Son will act in accordance with fair business, marketing and advertising practices and take all reasonable steps to ensure the safety of our services.

Respect the human rights of our customers – our security and revenue protection arrangements are consistent with international standards for law enforcement.

Provide transparent and effective procedures that address customer complaints and contribute to fair and timely resolution of disputes without undue cost or burden.

Not make representations or omissions nor engage in any other practices that are deceptive, misleading, fraudulent or unfair.

Respect customer privacy and provide protection for personal data in accordance with law.

Ethical Purchasing Policy

Jack Richards & Son purchase a wide range of goods and services required in the operation of our business and we also rely heavily on a number of key suppliers for the delivery of our core services. Good working relationships with our suppliers are therefore central to the success of our business. For this reason, we clearly state our purchasing policy as part of ensuring that our business standards are integrated throughout the supply chain.

Jack Richards & Son are committed to obtaining and retaining competitive goods and services while at the same time ensuring they are from sources which have not jeopardised human rights, safety or the environment.

Jack Richards & Son aim to develop strong relationships with our suppliers, based on mutual trust, understanding and respect.

More specifically we expect our suppliers to:

- Adhere to business principles consistent with our own.
- Ensure that their products and services are produced and delivered to comply with all legislation relevant to their business.
- Seek to maintain continuous improvement in their supply chain relationship with us.
- Ensure they adopt and implement acceptable safety, environmental, product quality, product stewardship, labour, human rights, social and legal standards in line with our own code and to ensure these issues are acceptably managed within the supply chain for any products supplied to us.
- We will seek to work with our key suppliers to:
 - Develop long-term meaningful relations to the benefit of both parties.
 - Improve the quality, environmental performance and sustainability of goods and services where this can be achieved to the benefit of both parties.

Community

In line with our core values, Jack Richards & Son community strategy incorporates the following elements.

- Engagement with the local communities in which we operate on the quality of our services and any changes to those services.
- Promoting engagement between our staff and the community.
- Supporting local community groups and charities.
- Improving the environment in and around our operation.
- Supporting local initiatives for the development and education of young people in the areas we serve.

In addition, Jack Richards & Son provides support to community based charities and projects in their respective areas including support for employees' efforts in fund raising and for small-scale projects.

Specifically, Jack Richards & Son will aim to work with local schools to educate children on Truck and Child Safety. This will be headed by the Northern and Southern training manager. From 2018, a minimum of 1 per quarter should be held.

Jack Richards & Son will allocate an annual budget of £6k for charitable works.

Employees of Jack Richards & Son can apply to the board of directors for funding for charitable work/events.

Environment

Jack Richards & Son are committed to:

- Preventing pollution and reducing the overall impact of our operations on the environment.
- Maintaining an internal management structure for the management of environmental issues.
- Complying with, and where possible exceeding applicable legal and other requirements relating to the organisation.
- Monitoring our environmental performance and setting objectives and targets for improvement
- Providing appropriate training and awareness programmes for our staff

Anti Slavery

This statement is made pursuant to The Modern Slavery Act and sets out the steps that Jack Richards & Son Ltd has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. Jack Richards & Son Ltd has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

Our policies

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

1. Anti-slavery policy. This policy sets out the organisation's stance on modern slavery and explains how employees can identify any instances of this and where they can go for help.
2. Recruitment policy. We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
3. Whistleblowing policy. We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues are being treated, or practices within our business or supply chain, without fear of reprisals.
4. Anti-Bribery Policy. This code explains the manner in which we behave as an organisation and how we expect our employees and suppliers to act.

Our suppliers

Jack Richards & Son Ltd operates a supplier policy. We conduct due diligence on all suppliers before allowing them to become a supplier to Jack Richards & Son Ltd. This due diligence includes a supplier questionnaire to ensure that particular organisation has never been convicted of offenses relating to modern slavery. Our anti-slavery policy forms part of our contract with all suppliers and they are required to confirm that no part of their business operations contradicts this policy.

In addition to the above, as part of our contract with suppliers, we require that they confirm to us that:

1. They have taken steps to eradicate modern slavery within their business
2. They hold their own suppliers to account over modern slavery
3. They pay their employees at least the national minimum wage / national living wage (as appropriate)
4. (For international suppliers) They pay their employees any prevailing minimum wage applicable within their country of operations
5. We may terminate the contract at any time should any instances of modern slavery come to light]


Training

We regularly conduct training for our procurement/buying team so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain.

Our performance indicators

We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain if:

- No reports are received from employees, the public, or law enforcement agencies to indicate that modern slavery practices have been identified.

Signed  _____

Peter Brown – Managing Director

Version 3.0 – 11 May 2018

REVIEW HISTORY

15 March 2017	S Davies / P Brown	V1.0 - Policy drafted.
15 June 2017	S Davies	V2.0 - Updated Community – budget allocated and specifics of TACS added to policy. Format updated.
11 May 2018	S Davies	V3.0 – Reviewed and Updated – added detail relevant to GDPR.