



ARDEN ENGRAVING

Arden Engraving Limited

Arden Ethical Policy

The Arden group recognises its corporate responsibility in relation to operating within acceptable ethical, social and environmental boundaries. This means ensuring that our operations, and those of our immediate suppliers, operate to the highest standards, and that we use our influence to ensure that our supply chain meets our strict criteria.

This policy has been endorsed by senior management, who fully support its implementation and are responsible for ensuring that it is communicated, understood and maintained at all levels within the organisation.

Specifically, this means that customers can purchase our products safe in the knowledge that they have been produced by a business that meet the following code of practice:

Health & Safety

All our factories and offices will promote a safe and healthy working environment.

- We will regularly train our employees, and we will provide all the necessary Personal Protective Equipment.
- We will ensure effective communication and consultation on health and safety matters.
- Accidents and incidents will be recorded and investigated thoroughly and accurately.
- Relevant injuries, diseases or dangerous occurrences will be reported to the appropriate enforcing authority.

Employment

Arden provide conditions of work that comply with the prevailing legislation and offers fair wages, reasonable working hours, adequate breaks and holiday entitlement.

- No employees will be allowed to work in hazardous areas without suitable training.
- No-one under the age of 15, or in a forced labour situation, will be involved in our business, and no-one under 18 will be required to work on a night shift.
- The group has a Disciplinary Code which applies to all employees. This ensures that individuals have the opportunity to be represented at formal investigations, and in the event that they disagree with the findings, they have the automatic right of appeal to more senior management.
- Our Dignity at Work Policy is designed to ensure that employees are treated and treat others with dignity and respect, free from harassment, bullying and victimisation.

Equality

The group operates to an Equal Opportunities Policy promoting equality of opportunity for all staff and job applicants. It aims to create a working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

Environment

Our Environmental Policy commits us to ensuring that the human and natural environment with which Arden interacts is protected both today and into the future as we continue to use resources in managing our business. We will achieve this through the efficient use of these resources, preventing pollution, minimising waste and the promotion of recycling.

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Customers

Arden believes that integrity in dealings with customers is a prerequisite for a successful trading relationship.

- In all advertising and other public communications, untruths, concealment, overstatement and negative connotations on issues of gender, religion, race, disability or interpersonal relationships will be avoided.
- We will afford the same degree of confidentiality to customer information as we do with our own confidential information.
- All employees will act with the highest levels of personal integrity.
- We will trade fairly and maintain anti-corruption practices. Bribery or facilitation payments will never be considered acceptable.

Community

Arden is a major employer in the Marple area and is an integral part of the community. The company is therefore committed to working with the local community and will, where possible, support projects that are consistent with its brand and corporate values.

- Arden understands that the location of its sites can present particular problems to its residential neighbours and will attempt to reduce any negative impact it may have on the local environment and its people.
- We liaise with local schools and colleges to offer work experience to students and to offer apprenticeships when available.
- The group prefers to offer employment opportunities to local individuals where feasible.
- Arden supports Marple Sports Club through sponsorship and with day-to-day practical infrastructure and management support.

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