



TIGER STATIONERY LTD

CORPORATE RESPONSIBILITY

STATEMENT

Our corporate statement covers the following areas of our responsibility to the environment, our employees, suppliers and customers.

1) ENVIRONMENTAL POLICY: Page 2

2) ETHICAL POLICY: Page 3

3) HEALTH & SAFETY STATEMENT: Pages 4 to 7

4) DEVELOPMENT & LEARNING : Page8

Tiger Stationery Ltd, Unit 9 Charlton Drive, Corngreaves Trading Estate
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1) ENVIRONMENTAL POLICY

Tiger Stationery Ltd is a distributor of stationery products in the UK and Ireland.

Our policy is to ensure that no products sold are known to cause unacceptable damage to the environment.

Specifically we will strive to ensure that:

1/1): Product and packaging specifications will keep waste to a commercial minimum.

1/2): The continued use of polypropylene to replace PVC in our filing and other product range is maintained.

1/3): Packaging materials are recycled where possible.

1/4): The Company complies with all local and national environmental legislation and exceeds minimum standard where possible.

1/5): We work closely with suppliers and customers to improve conservation of energy and natural resources, the control of noise levels, recycling of waste material and the utilisation of non-polluting technology.

1/6): Our range of recycled products is developed and actively promoted.

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2) ETHICAL POLICY

In conjunction with our environment, human resources and health and safety policies our ethical policy covers the following key areas:

2/1) Suppliers: We will not source products from any supplier who operates under an oppressive regime or where the principles of the UDHR (Universal Declaration of Human Rights) are not adhered to.

2/2) Global Trade: We support the Fundamental International Labour Organisation Conventions which cover accepted standards with regard to child labour, collective bargaining and freedom of association.

2/3) Conflict of Interest: We do not permit bribery and require employees to seek to avoid conflicts of interest and advise where any exist. We will not solicit or encourage the receipt of gifts or hospitality.

2/4) Records: We will maintain sales, purchase and financial records in an accurate, complete and transparent manner. No unrecorded funds or assets will be established or maintained.

2/5) Data Protection: We will comply fully with the Data Protection Act and any other relevant legislation.

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3) HEALTH & SAFETY STATEMENT

Our policy is to ensure a safe working environment for all our employees, visitors, clients and contract workers.

We have introduced continuous procedures to eliminate or control any identified risks. Where possible we have involved all our staff in the setting up of these procedures which helps make health and safety an important part of everyone's working day. All employees are encouraged to report any health and safety issues and provide feedback to ensure a safe working environment.

All staff receive information, instruction and training to ensure theirs and others safety.

3/1) TIGER STATIONERY HEALTH & SAFETY ARRANGEMENTS

- A) Hazards** - risk assessments have been carried out and procedures put in place to deal with all common and special hazards. All employees are encouraged to report any new hazards so they can be assessed.
- B) Safe systems of work** - developed through the risk assessment report.
- C) Accidents** - whatever the degree are reported and logged. All injuries are reported and dealt with by our qualified first aider Theresa Jones (Brian McGowan acts as cover). All injuries are logged in the accident book, serious injuries or any dangerous

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occurrences are reported to RIDDOR. Any accidents will be investigated and assessed by management.

- D) New procedures or machinery** - all employees will receive training and a risk assessment will be produced.

- E) Emergency procedures** – the correct fire extinguishers are installed, maintained and serviced annually. A fire drill will be carried out at least once a year. A fire safety procedure report is in place, which all employees have copies and access to.

- F) Arrangements for keeping all employees updated with H&S issues** – all employees are responsible for good housekeeping and H&S in their area of work. All employees are encouraged to report or raise any H&S issues with management, who in turn must assess and act on that issue. Good housekeeping and H&S play an essential part of all employees every day duties.

- G) Contractors and visitors** – are not allowed to enter the warehouse without signing the visitor's book and reporting to the office or warehouse manager. Hi-visual jackets must always be worn in the warehouse.

- H) Electrical safety** – all plant and machinery are regularly serviced and maintained. The following are maintained by external specialists; boiler/heating and electrical appliances are both annually checked. Both FLT are checked at least every 6 months.

- I) Separation of traffic routes in the warehouse** – are determined by yellow highlighted lines. All employees are familiar with the working area and environment in the warehouse. Hi-visual jackets must always be worn in the warehouse.

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J) H&S training provision – all employees have been trained in order to fulfil their duties safely and correctly. All FLT drivers have been trained externally and hold licenses

K) Safety inspections and audits – are in place and carried out according to risk assessments. A full random inspection will be carried out by the Logistics manager every two weeks to ensure there are no slips in standards. The results will be recorded and actioned.

3/2) TIGER STATIONERY HEALTH & SAFETY ORGANISATION

A) Commercial Director – Brian McGowan

The Commercial Director takes overall responsibility for health and safety and provides sufficient resources to ensure a safe working environment.

Responsibility for health and safety is delegated as follows:

B) Logistics Manager – James Faulkner

The Logistics Manager is responsible for all matters relating to health and safety for the overall company. He must ensure all procedures are followed and any new hazards or risks are assessed and controlled.

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C) Warehouse Manager – Mark Meacham

The Warehouse Manager will ensure all personnel entering the warehouse follow all the health and safety procedures. He is responsible for the general up keep of the warehouse, examination and maintenance of equipment, training and supervision of all warehouse personnel. He must alert the Logistics Manager to any new risks or hazards so action can be taken to control them and risk assessments can be modified.

D) All Employees

All employees have a responsibility to themselves and others in the work place. They must read the risk assessments and follow all procedures to ensure a safe work place. It is important all employees co-operate with anyone applying or following health and safety procedures. All employees are responsible to report any health and safety issues with any of the above staff.

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4) EMPLOYEE LEARNING, DEVELOPMENT & EQUAL OPPORTUNITIES

Tiger Stationery is a company where everyone is treated with respect and dignity, and where there is equal opportunity for all. It respects and values the diversity of its entire staff.

Valuing diversity means that we recognise that we all have complex identities made up of many strands. These can include, but are not limited to, ethnicity, gender, sexual orientation, age, physical and mental aptitudes, nationality, socio-economic status, and religious, political or other beliefs. This means we embrace and celebrate our differences in a positive environment, and are committed to engage with the needs of our diverse staff and users to enable us, both individually and corporately, to achieve our aims.

Tiger Stationery aims to create a culture in which equal opportunities and equal treatment are a priority for all staff in their everyday environment and where we work together in mutual respect and tolerance.

Tiger Stationery aims to offer all its staff equal opportunity to learn and develop their skills wherever possible. All staff receives in house training so they are able to perform all tasks asked of them.

Flexible working patterns are in place to accommodate training, special arrangements and cultural or religious requirements.

Management monitors the learning and development of all staff and ensures no one is excluded.

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