

GEOFF NEAL LITHO LIMITED

CORPORATE SOCIAL RESPONSIBILITY POLICY

We are a responsible lithographic printer that is committed to investing in the future of our employees, our community, our suppliers and our environment. We recognise that our activities have a wider impact on the environment and we work to ensure that we make a positive contribution to environmental protection and social progress.

We achieve this by investing in our employees, our customers, our suppliers and our environment, including and beyond full compliance with UK law.

Geoff Neal Litho (GNL) employees are the key element of its success – their talent, innovation and hard work have been the essential ingredients in the Company's success and longevity. All management and staff are encouraged to use their skills, experience and industry knowledge to provide a first class service to customers and to be highly responsive to market needs.

GNL strives for excellence and top-class performance. Business processes and employment practices are regularly reviewed to reflect current legislation. A policy of open and regular meetings ensures communication practices at all levels. GNL tries to ensure that there is excellent employee communication processes, including employee committees and suggestion schemes.

GNL places great emphasis on continuous learning and development and encourages employees to develop and enhance their skills and knowledge. This is done through training programmes, on the job training and more formal technical, management and executive development courses. The commitment to providing equal opportunities for all of the staff is paramount.

The safety of GNL employees continues to be paramount. In so far as is reasonably practical, risks are eliminated, minimised or mitigated to provide safe working conditions. Workplace hazards are formally risk assessed and appropriate control measures are implemented. A culture of personal safety awareness is adopted to prevent accidents and the importance of individual responsibility for safety is stressed at all levels and communicated to employees from induction onwards.

The nature of the printing business has a wider impact on the environment so GNL has adopted a very stringent environmental policy in compliance with and beyond ISO14001. GNL's environmental management system covers effective environmental communications, legislative compliance, energy use, efficient road transport, waste management, using water wisely, supplier selection, product and service performance and pollution prevention. To ensure that this system is fully implemented GNL conducts monthly internal audits as well as requesting an annual external audit by a UKAS

Registrar. Environmental objectives and targets are continually set and attained, including reduction of waste to landfill (over 89% of waste is recycled or re-used). GNL minimises carbon emissions in to the world's atmosphere and has invested in UK and world projects to offset its unavoidable carbon emissions thus becoming a carbon neutral company.

GNL contacts all of its suppliers on a regular basis ensuring that a close working relationship is maintained. Not only does GNL build relationships on a working basis, but also on an environmental and safety basis. All contractors on site are made aware of the policies and requested to conform to them. GNL agrees terms with all suppliers and contractors at the initial stage of the working relationship and consideration is of the utmost importance when ensuring punctual payment. GNL's supplier selection criteria are fair, transparent and free from inducement.

GNL is sensitive to any impact its operations may have on its neighbours and is committed to ensuring that the needs, views and interests of the local community are taken in to consideration. GNL encourages the recruitment of local people, believing this supports the local economy. Donations are made to a range of charitable organisations.

The Board of Directors, ensuring that compliance with legislation is maintained, reviews these policies and procedures on a regular basis.

As already mentioned, GNL communicates with all employees regularly. This policy is also communicated through the website at www.geoffneallitho.co.uk

