



FOR PUBLIC RELEASE

## SCAN-CSR.1

# Corporate Social Responsibility Policy

## Who we are and what we do

**Scantech Lithographic Ltd** are a Commercial Printers based on the south coast. Started in 1991 as a family business, the core values continue to be very much at the heart of our company and throughout all operations.

We have a passion for print and a hunger for challenges. Our client base has grown mainly through recommendations and 30 years on we have a very strong and long relationship with many clients both large and small, across many sectors.

With a workforce of around 40 we have a good solid team, who not only work together, but in many cases socialise together.

## Employee Welfare

To retain loyal and productive staff we strive to build a bond on many levels with the employee. As a minimum we follow and adopt the following:

- Equal Opportunities Employer as per the Human Rights Act 2010
- Strictly follow the guidelines within the Modern Slavery Act 2015.
- A continuous training programme for all staff
- Health & Safety obligations met and often exceeded.
- Staff training and appraisals on a regular basis.
- Monthly newsletter to communicate all aspects of the business with every employee
- Ensure all staff are paid more than the minimum wage.
- All staff have a personalised Employee Handbook covering all aspects.

## Client Care

Client satisfaction is paramount to the ongoing work levels and retention. Errors and mistakes are dealt with speedily and clear communication at every stage with our clients is how we have built relationships over many years.

e work under audited ISO9001 standards to further ensure we are operating to the very best we can.

## Suppliers' Standards

We value the relationship we have with suppliers and as a minimum ensure:

- All suppliers adhere to the Modern Slavery Act 2015
- All suppliers operate in line with the Bribery Act 2010
- Use local suppliers where possible
- Suppliers are paid properly and on time
- Clear communication with suppliers.

## Protecting the Environment

We are committed to continually improving our processes for the Protection of the Environment, this is done in a number of ways including:

- Monitor waste reduction, re-use and recycle.
- Install water saving devices
- Monitor the types of materials used within the business on a regular basis, and look to whether they are recyclable or can be made from recycled material.
- Encouraging greener transport by:
  - Encourage staff to walk, cycle, car share or use public transport to get to work if possible.
  - Encourage staff to use greener fuels in their personal vehicles if possible.
  - Any company vehicles (such as delivery vehicles, plant/ machinery, or company cars) are as energy efficient as possible.

## Community Engagement

As a business, we support a number of local organisations including:

- RNLI
- Warming Up The Homeless
- Park Farm Bees

Support is through printing of promotional items, financial donations and practical business advice.

## Measurement & Monitoring of CSR

We actively monitor and review our CSR policy to ensure we are being the very best whilst maintaining a healthy company, happy clients, positive and productive workforce. While we grow from strength to strength we can then also support those around us and put something back into the community.