

# AMD CONTRACT SERVICES LTD

## CORPORATE SOCIAL RESPONSIBILITY POLICY

AMD recognises the social, economic and environmental responsibilities, of integrating our business values and operations to meet the expectations of our Stakeholders. – Who include: Customers, Employees, Suppliers, the Community and the Environment

AMD plans to be open and honest in communicating strategies, targets, performance and governance to stakeholders in our commitment to sustainable development

All employees and Directors are encouraged to strive in the following 4 key areas to:

### Environmental Responsibility

- Improve environmental performance/impact
- Manage the safe disposal and segregation of waste
- Purchase low emissions and most efficient plant and vehicles
- Encourages the recycling of toner cartridges at office level
- Recycle paper and cardboard

### Staff Welfare

- Operate equal opportunity policies for all employees present and future
- Clear and fair terms of employment for all employees and provide resources to enable continued development
- Ensure that all employees are treated with respect and without sexual, physical or mental harassment

### Legislation

- Maintain a clean, healthy and safe working environment
- Minimise risk and maintain good Health and Safety policies and procedures

### Community

- Uphold values of honesty and fairness in relationships with stakeholders
- Clearly set out contracts and agreed terms, conditions and the basis of the relationship
- Operate in a way that safeguard against unfair business practices
- Encourage suppliers and contractors to adopt similar responsible business policies and practices for the benefit of all stakeholders
- Encourage dialogue with local communities for mutual benefit

The effectiveness of our Corporate Social Responsibility policy will be reviewed annually

Signed:  .....

Date: 11/10/16

Name: Mr Fraser Dykes

Position: Director