

ETHICS, ETHOS & BUSINESS PERFORMANCE

16. CSR & Charity Donations

Issue date: August 2013

Date of last revision: December 2016

Scope and Principles

McFT Ltd recognises the importance of all stakeholders and the wider community in all aspects of its activities; to that end, the company will endeavour to demonstrate Accountability, Transparency and Ethical Behaviour as well as Respect for Stakeholders, the Rule of Law, International Norms of Behaviour and Human Rights

Organisational Governance

McFT Ltd is a privately owned company and encourages feedback and comment from all its employees – at monthly Comms meetings – as well as from a council of regular, long-serving advisors on all matters of governance.

CSR is also considered by a committee drawn from all sections of the company, with a remit, rules and constitution which are regularly reviewed, to allow the objective and even consideration of project support & disbursements or other issues. (CSR Committee & Terms of Reference)

Human Rights

Whilst believing that compliance with UK legislation will demonstrate conformity, in recognition of global trade, procurement and concerns, McFT Ltd is independently audited to SRM8000 – Social Responsible Management – and explicitly compliant with Human Rights Conventions.

Labour practices

As noted in point 3 above, the externally audited SRM8000 standard, alongside OHSAS18001 provide a minimum guarantee – in practice, McFT Ltd far exceeds the minimum – as demonstrated by continued accreditation as Investors in People.

The objective of the Company's occupational safety efforts is to promote health and occupational safety in compliance with a zero-accident philosophy. McFT maintains a good work place atmosphere and working conditions. The Company and employees do not approve discrimination, harassment or bullying in the work place. The occupational safety objective of everybody is to look after their own safety and the safety of their colleagues. Occupational safety is considered in all operations.

McFT ensures that the personnel perform work tasks in a responsible manner, displaying motivation, competence and commitment to observing agreed procedures.

McFT ensures that the personnel resources of the Company are sufficient to achieve the objectives set for the Company. The availability of competent professional staff is ensured by a competitive pay scale that encourages effective performance of work, a wide range of benefits, good daily practices and achievement of long-term objectives.

McFT's objective is a work community based on equality, where no discrimination is allowed and where the achievement of equality is promoted. All employees are offered equal opportunities for professional

McFT Staff Handbook – individual policy

and career development regardless of their sex, age, trans-gender status, marital status, civil partnership status, pregnancy, race, disability, political or religious belief or sexuality.

McFT provides opportunities to the personnel to maintain and develop their working ability.

The Environment

McFT Ltd is externally audited to ISO14001 – and fully embraces the responsibility towards sustainable development; it assumes responsibility for the environment by minimising the harmful effects of the Company's operation and by ensuring appropriate management of the generated waste; observes and studies the state of the environment and takes immediate corrective action when required. As far as possible, McFT maintains employees' competence and expertise on environmental issues by regular briefings and information sessions.

Fair Operating Practices

McFT Ltd endeavours to adopt and promote best practice and, in conjunction with its partners, suppliers and customers, to lead the development of industry standards – whether technological, procedural or working practices. The company will ensure that its procurement meets quality and environmental requirements and will support suppliers in achieving compliance.

Domestic and local suppliers are favoured. Suppliers are reviewed and the quality of the deliveries is monitored; corrective action is taken if required. The company recognises that it will not sustain growth unless these relationships and partnerships are transparent and fair.

Consumer Issues

Whilst McFT Ltd operates in the Business to Business Sector, it takes customers satisfaction extremely seriously – concerns and problems will ultimately always be escalated to the Managing Director – and, if not satisfactorily resolved, referred to binding arbitration.

Community Involvement and Development

McFT Ltd and its employees and advisors are frequently involved and support local community projects – from practical assistance with a local hospice, a bar area for a school arts building to support for local football, cricket and rugby teams and raising funds for charities through sponsored events.

A list of recent events is available on the website: www.McFT.com

