



ARRK Europe Limited

Corporate Social Responsibility Statement

Human Resources / Page
Rev 3 - Dated: March 2021

Authorised: N. Chalmers
Approved: S. Holmes

Process Owner | Human Resources

Purpose / Process Description

This Statement sets out how ARRK Europe Limited manages its economic, social and environmental impact in the way it operates as a business.

By demonstrating our commitment to corporate Social Responsibility, we aim to align our business values, purpose and strategy with the needs of our clients and customers, whilst embedding such responsible and ethical principles into everything that we do.

The elements of this Statement cover our approach in dealing with our clients and customers, suppliers and the local community principles in an effort to support our reductions in energy use, procurement, transport, water use and other business usage and reduce our carbon footprint and environmental impact.

Environment

Protection of the environment in which we live and operate is part of ARRKs values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

In this statement we commit our company to:

- Complying with all relevant environmental legislation, regulations and approved codes of practice,
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water,
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources,
- Managing and disposing of all waste in a responsible manner,
- Providing training for our staff so that we all work in accordance with this policy statement and within an environmentally aware culture,
- Regularly communicating our environmental performance to our employees and other significant stakeholders,
- Developing our management processes to ensure that environmental factors are considered

- during planning and implementation,
- Monitoring and continuously improving our environmental performance.

The nature of our work means that we do have a higher risk of environmental impact, but we will take consideration of environmental issues and endeavor to reduce our environmental impact in all our business activities.

The Directors will ensure that the Company reduces the environmental impact on the Company by:

- Reducing our transportation requirements wherever possible and utilizing such facilities as web-ex and conference call facilities
- By using vehicles that are regularly serviced and checked with regards to their emission levels and fuel efficiency
- Sourcing locally to save fuel costs wherever possible
- Ensuring that all lights and equipment is switching off when not required
- Ensuring that water is used efficiently
- Implementation of the waste hierarchy
- Using scrap paper for drafts and notes
- Printing in mono and double sided wherever possible
- Recycling all waste (shredding all business documentation)
- Sourcing recycled materials wherever possible
- Where possible, selecting and working with like-minded suppliers who take steps to minimize their own environmental impacts withing their organization and the supply chain

Local Community

The Directors will also ensure that our work with the local community involves:

- Working and supporting local and national charities
- Encouraging volunteer work in community activities
- Supporting local schools
- Undertaking voluntary business advisory services via professional bodies

Clients and Customers

The Directors will also ensure that we deal responsibly, openly and fairly with clients and customers by:

- Ensuring that our advertising and documentation about the business and its activities are clear, informative, legal, decent, honest and truthful
- Being open and honest about our products and services and telling customers what they want to know, including what we do to be socially responsible
- Avoiding pressure selling techniques
- Ensuring that if something goes wrong, we will acknowledge the problem and deal with it
- Listening to our clients & customers so that we can continuously improve the products and services we offer to them
- Ensuring that we benchmark and evaluate what we do in order to constantly improve our competitive edge in the marketplace.

The Directors will also ensure that we deal responsibly, openly and fairly with suppliers:

- Using local suppliers where possible
- Endeavoring to pay on time
- by not expecting any discounts to have a detrimental effect on their business

The operational and ultimate responsibility for the commitment to our corporate social responsibility principles lies with the Directors of ARRK Europe Limited. Every employee of ARRK Europe Limited is expected to give their full co-operation to the above principles in their activities at work. Consultants or visitors are also expected to apply our environmental principles.

The effectiveness of the Policy Statement will be monitored and reviewed at least annually by the Directors to ensure the Company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement. We will also ensure that any changes will be brought to the attention of employees as necessary.

Responsibility	Activity / Authority	Actively communicate requirements	Process linkage / Output	Activity review frequency
MD, AEL Directors, employees, contractors, sub-contractors, suppliers and agents.	Responsible to ensure that the process is followed as outlined above.	All	Employee Handbook Induction Notice Boards ARRK employee Internet	Annually

Record Retention

- Records of any training attendance and audits will be retained by HR

Connected Policy

Mitsui Chemicals' management approach is based on the three axes of economy, environment, and society – Sustainability Policy.

The Policy can be found at <https://jp.mitsuichemicals.com/en/sustainability/index.htm>

Document Revision History

Revised by:	Action:	Reason:	Date:
Nicky Chalmers	N/A	Initial release	25/09/2013
Nicky Chalmers	Issue	Annual review	01/07/2018
Nicky Chalmers	Issue	Annual review	01/07/2019
Nicky Chalmers	Issue	Annual review	01/03/2021

Glossary of Terms

MD	Managing Director
GM	General Manager
HR	Human Resources
FD	Finance Director