

Corporate Social Responsibility Policy

Introduction

Document Logistix Limited ('DLX') embeds its Corporate Social Responsibility ('CSR') commitments into everyday decisions and operations. We care deeply about the people we work with, the communities we serve, and the world we operate in. Our commitment is to make a positive and lasting difference, continually learning and improving as we grow.

This Policy outlines how we care for our environment, support our communities, and conduct our business with integrity. It should be read alongside our Quality, Environmental and Modern Slavery Policies, which together reflect DLX's genuine commitment to sustainable, ethical, and accountable business practices.

Our company values are:

- **Integrity:** Acting with honesty and professionalism, and respecting company policies.
- **Collaboration:** Working with colleagues and teams to meet joint goals.
- **Customer Focus:** Maximizing and maintaining customer satisfaction.
- **Accountability:** Taking responsibility for actions and decisions both in team and individual projects.
- **Social Responsibility:** Integrating social and environmental solutions to business operations.

Our staff actively live our company values, using them to guide their everyday actions and the decisions they make.

Responsibility

All DLX employees are responsible for putting our CSR commitments into practice every day. Our Senior Management Team reviews and communicates this Policy at least annually. Staff are expected to follow this Policy and its supporting documents, and we welcome feedback to support ongoing improvement. Managers are responsible for addressing any CSR-related concerns promptly and appropriately.

Protecting the Environment

DLX recognises its responsibility to address climate change and to minimise the environmental impact of our activities. We integrate climate-related considerations into the way we operate and make decisions. Our Integrated Management System includes our accredited ISO 14001 Environmental Management System, ensuring that climate and environmental risks and opportunities are actively managed within our business practices. We remain committed to continually improving our performance and reducing our overall environmental footprint.

Protecting People

As a responsible employer, DLX is committed to creating a safe, inclusive and supportive workplace. We:

- Prioritise the health, safety and wellbeing of our employees, contractors and visitors, and ensure our activities do not put the wider community at risk.
- Champion equality, diversity and inclusion, ensuring everyone is treated with fairness and respect.
- Promote a workplace free from discrimination, bullying and harassment, where positive and respectful behaviour is expected from all.
- Foster a speak-up culture where people feel safe to raise concerns or report wrongdoing without fear of negative consequences, so issues can be addressed quickly and appropriately.

Human Rights

DLX is committed to protecting human rights and promoting equality. We comply with all relevant UK legislation and operate a zero-tolerance approach to any form of exploitation, including forced labour, within our business or supply chain. Our Modern Slavery Policy, published on our website, reinforces this commitment and sets out the standards we expect from all partners.

Compliance and Lawfulness

DLX will:

- Meet all legal and regulatory obligations.
- Uphold and promote its internal policies
- Conduct all business activities lawfully and responsibly
- Maintain transparency in all partnerships and collaborations.

We operate a zero-tolerance approach to bribery and corruption and expect the same standards from our employees, partners, and suppliers. Our policies and practices support compliance with applicable laws and promote ethical decision-making across all areas of the business.

Volunteering

Our company will encourage its employees if they want to volunteer and listed to initiatives on promoting competency and awareness within our supply chain. DLX is also proud to sponsor volunteering events from other organisations. If you wish to contact us about an external volunteering event please email us at :- info@document-logistix.com

CSR is a key consideration when reviewing or setting organisational objectives to ensure integration and continuous improvement and a review of progress.

Learning

DLX understands that both the law and CSR best practice continually evolve, and we are committed to staying up to date and adapting as needed to meet our goals. We invest in Research and Development and welcome ideas and suggestions that help us improve.

Our ongoing commitment to better ways of working is demonstrated through our ISO 9001 (Quality) and ISO 14001 (Environmental) accreditations. As part of our continuous improvement journey, we also support the United Nations Global Compact and its principles for responsible environmental, social, and governance practices.

Donations and Community Support

Our company understands the importance of supporting local and our interested parties within the local community. Therefore where possible with our supplier onboarding we will try to support local businesses wherever possible. In addition to this our company maintains a budget to make charitable donations. These donations will aim to:

- Support local community organisations.
- Support employees in any charitable fundraising activities.
- We are proud that we continue to support Willen Hospice as one of our local chosen charities and that we also continue to support SHINE Charity as one of our national chosen charities.

This Corporate Social Responsibility Policy has been approved and authorised by:

Name:	Frank De Wit
Position:	CEO