

Corporate Social Responsibility Policy

Introduction

Document Logistix Limited ('DLX') considers its Corporate Social Responsibility ('CSR') obligations within all of its policies and processes. By formalising the Company's approach to CSR we aim to emphasise our commitment to our stakeholders of our ethical practices, environmental protection and community support. This Policy will focus on our responsibility toward our environment and community and should be read in conjunction with our Quality and Environmental Policies.

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.

All of our Staff are made aware of our company values so that they can be implemented by design into all of our policies and procedures.

Responsibility

It is the responsibility of our Management Team to review this policy and to effectively communicate it to our internal and external interested parties. This policy will be reviewed by Management on an annual basis or where there is a requirement to do so – whichever event occurs first. However all of our Staff are made aware of their obligations under this Corporate Social Responsibility Policy and any other frameworks which build our code of conduct and are actively encouraged to speak up if they think we could improve or that something is not right. We empower all of our managers to responsibly resolve any CSR issues which are brought to their attention.

Protecting the Environment

Our company recognises the impact it has on the environment and its obligations where possible to try to act in socially and environmentally responsible ways to reduce our negative impacts and aspects.. As part of our commitment to consistently reviewing and improvement our footprint we have instigated and maintain an Environmental Management System which is accredited to the QMS ISO14001 Environmental Standard.

Protecting People

As a company, we ensure that we:

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- Do not risk the health and safety of our employees and community.
 - Support diversity and inclusion.
 - Non-discriminatory and respectful working environment for our staff.
 - Encourage all to speak up if they spot any wrongdoing without consequence so that it can be investigated where appropriate.

Human Rights

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by UK Government laws. We ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labour) and we operate a zero tolerance policy within all activities within our supply chain.

Policy Details

We aim to be a responsible business that meets the highest standards of ethics and professionalism. These are linked to our company values set out above and are at the helm of all of our actions.

Our company's social responsibility falls under two categories: **compliance** and **action**. Compliance refers to our company's commitment to UK laws and willingness to observe community values. Action includes every initiative to promote human rights, help communities and protect our environment.

Compliance

Lawfulness

Our company will:

- Respect the law.
- Honour its internal policies.
- Ensure that all its business operations are legitimate.
- Keep every partnership and collaboration open and transparent.

Business Ethics

We will always conduct business with integrity and respect to human rights. We promote:

- Safety and fair dealing
- Respect toward the customer and supplier
- Anti-bribery and anti-corruption practices.

Action

Volunteering

Our company will encourage its employees if they want to volunteer. Our company sponsors volunteering events from other organisations.

All of our employees are empowered to make suggestions to ways we can improve on our CSR initiatives and how we can promote competency and awareness to our staff but also our external interested parties.

CSR is considered when organisational objectives are set to ensure that we consistently review and take action to continuously improve.

Learning

We understand that CSR constantly evolves and changes and that we have an obligation to ensure we are up to date and willing to adapt to ensure we are effective in our objectives. We actively invest in Research and Development (R&D) and are open to suggestions and listen carefully to ideas. Our company is committed to continuously improving the way it operates which can be demonstrated through our accreditations to ISO 9001 (Quality Assurance) and ISO 14001 (Environmental Management Systems).

As part of our commitment to learning we are committed to the United Nations Global Compact initiative which aims to transform businesses through principle-driven environmental, social and governance practices. We will readily act to promote our identity as a socially aware and responsible business.

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.

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

Name:	Dan Wajzner
Position:	Managing Director
Date:	16 th July 2024