



Environmental Policy

Head Office

The Hire Supply Company (UK) Limited
Buildings 7-10 Eldon Road Trading Estate
Attenborough, Nottingham. NG9 6DZ
Tel: 0115 9461988
Fax: 0115 9463541
www.thehiresupplycompany.co.uk

The Hire Supply Company Ltd is committed to operating in a responsible and sustainable manner to help protect the Environment.

HSC promotes reduction, reuse and recycling and fully supports energy recovery. It is our aim to provide products within an environmentally sound framework and proactively advise our Customers of ways to reduce their own impact on the environment. This includes working closely with both Customers and suppliers to reduce levels of waste and reuse of packaging, where possible.

Our focus includes:

- Increase environmental awareness of all employees and suppliers and encourage them to continuously review and minimise their impact on the environment
- To reduce the impact of our actions on the local and wide-ranging environment
- Develop guidelines with our clients and suppliers for the purchasing, packaging and transportation of goods with the least environmental impact
- Focus particularly on minimisation of energy and waste management, encouraging the re-use and recycling of materials.
- Advise and encourage our clients to consider the utilisation of recycled and environmentally friendly materials.
- Set detailed environmental objectives and targets to evaluate performance and to check compliance against this policy.

HSC believes that all employees, clients and suppliers share a role in our environmental objectives.



Ethical Trading Policy

Summary Statement

At The Hire Supply Company We believe strongly in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following Ethical Trading Criteria:

1. All employment is freely chosen
2. Working conditions are safe and hygienic.
3. Child labour is not used.
4. Wages are fair and comparable to industry standard and will always exceed the minimum Wage.
5. Deductions from wages as a disciplinary measure shall not be permitted.
6. Working hours are not excessive.
7. No discrimination is practised.
8. Regular employment is provided for those who are employed on a permanent contract.
9. No harsh, cruel or degrading treatment or practices are allowed.
10. No bribery, corruption, blackmailing or bullying is permitted.
11. Third Party Suppliers and buyers are both free to sell and buy from any number of other Businesses. No restrictions, as a way of guaranteeing business, are allowed.

We also ask all our suppliers to affirm in writing to us that their businesses are also built on these Ethical criteria. We have developed a full policy statement outlining how we expect our practice to develop in order to be able to offer strong guarantees to our customers that the services they receive from us have been ethically designed, managed and implemented.

Our Full Ethical Trade Policy Statement

1. Policy Statement

The Hire Supply Company Ltd. recognises that our commercial activities have potential to impact on our suppliers and our locality.

As a socially responsible small business our suppliers, local community and customers have a right to expect:

Products manufactured and sourced by The Hire Supply Company Ltd. are produced under working conditions that are hygienic and safe.

All workers involved in the delivery of services provided by The Hire Supply Company are treated with full consideration to their basic human rights.

The Hire Supply Company Ltd. acts in an ethical manner above and beyond basic legal requirements.

The Hire Supply Company Ltd. is therefore committed to implementing the principles of the Ethical Trading Initiative Base Code (although we are not members of the ETI).

This policy sets out The Hire Supply Companies commitment to its suppliers and customers; setting out the measures we are taking to ensure that we are acting in an ethical manner.

2. The Hire Supply Company Ltd. Commitment to its suppliers, service providers and customers:

The Hire Supply Company Ltd. Recognises that our ethical and social performance and reputation is a key part of our overall commercial success.

Employees

The Hire Supply Company Ltd. is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who work for us. In many areas we aim to operate above the minimum standards required by law to ensure our employees are safe, rewarded and valued. As we of course expand and become larger we will be able to offer more opportunities for our staff.

Customers

The Hire Supply Company Ltd. is committed to demonstrating its ethical and social responsibility credentials to enable customers to make informed choices about whose services they purchase.

Suppliers

The Hire Supply Company Ltd. is committed to monitoring social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards we employ ourselves.

3. The Hire Supply Company Ltd Ethical Trading Code of Practice

3.1 This Code of Practice applies to:

Staff directly employed by The Hire Supply Company Ltd on temporary or permanent contracts.

Staff employed or provided by contractors or employment agencies to work on The Hire Supply Company premises or to undertake work for or on behalf of The Hire Supply Company Ltd.

3.2 No forced, bonded or involuntary labour shall be used.

All employment with The Hire Supply Company Ltd. is freely chosen.

Staff are not required to lodge deposits or identity papers with us.

Staff are free to leave The Hire Supply Company after reasonable notice.

3.3 No child labour shall be used

There shall be no recruitment of child labour.

Children or persons under 16 are not employed at any time, day or night.

Children or persons under 18 are not employed full-time.

4. Working conditions are safe and hygienic.

The Hire Supply Company Ltd. takes adequate measures to prevent accidents and minimise potential hazards.

Staff receive regular health & safety training.

Staff have unrestricted access to toilet facilities and drinking water.

The Hire Supply Company Ltd. has a published Health & Safety Policy.

5. Working hours and remuneration are reasonable and comparable to other companies in our sector and regular employment is provided.

Staff pay rates are above the national legal minimum standards.

Staff are not forced to work in excess of 48 hours per week, a voluntary opt out agreement is available for those wishing to work in excess of 48 hours per week.

Staff are provided 2 days off per week

Staff are given written terms and conditions of employment that details the employment relationship between and the respective obligations of the employee and employer, rates of pay, working hours, grievance and disciplinary procedures, holiday entitlement, absence and sick pay rules and notice periods for termination of employment.

No deductions are made from wages as a disciplinary measure, and pay slips detailing lawful

deductions are provided for each pay period.

Labour only contracting, sub-contracting and fixed term contracts are not used as a means to avoid obligations under labour or social security laws.

6. No discrimination is practised:

There is no discrimination in pay, hiring, compensation, access to training, promotion, and termination of employment or retirement on the grounds of race, nationality, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.

Opportunities for personal and career development are equally available to all employees.

7. No harassment, threats, abuse or intimidation shall be practised.

Physical, verbal and sexual threats, abuse, harassment or intimidation is expressly prohibited and grounds for summary dismissal, if proved.

8. Employment Agencies

Employment agencies contracted to supply temporary staff shall demonstrate commitment to and application of the requirements of this code.

Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to

The Hire Supply Company Ltd. is eligible to work in the UK by:

Following Immigration and Nationality Directorate Guidelines on Amendments to Section 8 of the Asylum and Immigration Act 1996.

Ensuring that the requirements of the Immigration and Asylum Act 1999 Section 22 Code of Practice are met.

Retaining copies of identity papers, work permits or passport stamps as detailed in the Home Office List of Specified Documents and UK Passport Stamps.

Employment agencies contracted to supply temporary staff shall ensure that all staff supplied to The Hire Supply Company Ltd. have sufficient command of English to understand:

The agency's responsibilities under this code of practice The Hire Supply Company Ltd. Health & Safety requirements. Written statements of employment particulars or have other measures in place to ensure that all these requirements are communicated in the employee's native language.

9. Organisation

The Hire Supply Company Ltd Directors have overall responsibility for all aspects of ethical trading at work within the business.

10. Looking towards further improvement

The Hire Supply Company are keen to learn from others and would ask if anyone has any ideas or Feedback regarding our policy or practice to contact us.



Sustainability Policy

The Hire Supply Company Ltd recognises the need to conduct and develop its business, without compromising the needs of future generations. This policy reflects the UK Government's principles of Sustainable Development and also recognises that the company's clients may wish to implement their own sustainability targets throughout their businesses.

This policy will operate in synthesis with The Hire Supply Company Ltd Environmental Policy.

The Hire Supply Company Board of Directors is responsible for the development of the Sustainability Policy and shall ensure that appropriate resources for its effective implementation are available.

To achieve this policy, we will:

Endeavour to protect and improve the environment wherever we can;

Endeavour to minimise use of the earth's natural and non-renewable resources throughout the Company's activities;

Minimise waste production where possible, by employing sustainable work practices, careful material specification and encouraging re-use and recycling;

Communicate the social, economical and environmental aspects of our contracts by engaging with all stakeholders appropriately;

Develop staff training and raising staff awareness;

Encourage staff to embody the principles of Sustainable Development into their day-to-day working activities including travel and use of energy-saving devices;

Through responsible procurement, support sustainability in our supply chain;

Develop innovative and cost effective solutions to meet clients' aspirations for Sustainability;

Work with clients, advisers and suppliers to develop new or alternative methods for reducing energy use throughout all aspects of both client and company business and promote the use of energy from renewable resources and energy-saving devices;

Provide advice and guidance to clients and stakeholders on sustainable facilities management.

This policy shall be made available to all employees and displayed, as is appropriate to each site, on notice boards.

The Sustainability Policy shall be reviewed annually by the The Hire Supply Company Board of Directors. This policy statement will remain valid until December 2013.

Mark Richards

Mark Richards

Financial Director