



# CORPORATE & SOCIAL RESPONSIBILITY POLICY

This policy sets out the requirements that Viveros Group Limited (VGL) expects suppliers of goods and other services to comply with.

The policy does not deal with every situation in which conformity to rules or ethical behaviour should be observed, but general standards to be observed.

In order to ensure efficiency, accuracy and security VGL have decided to establish a set of rules dealing with a number of priorities concerning environmental policies, health and safety, labour practices and ethics.

## **Environmental Policies**

In order to limit negative effects on the environment VGL require suppliers:

- to increase the use of information technology, in order to improve efficiency of the transport flow;
- to communicate and promote, employees involvement in environmental matters;
- to encourage suppliers, to improve their products and services with due consideration for the environment

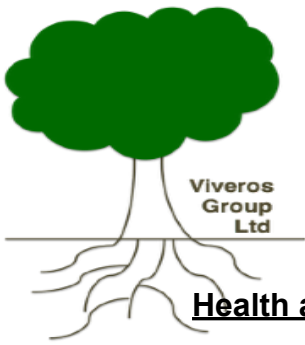
Consequently, suppliers on a broad scale are expected to comply with all applicable local and international laws and regulations, and constantly pursue and apply methods and technologies that minimise the environmental impact.

Viveros Group Limited  
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Durham,  
DH1 1TH

Registered in the United Kingdom – 09581748  
[www.viverosgroup.com](http://www.viverosgroup.com)

Approved: DR

Dated: 1<sup>st</sup> August 2016



## **Health and Safety**

VGL recognise the importance of implementing effective programmes and systems to ensure the safety of employees by minimising work-related accidents & illness and to secure protection against chemical, biological or physical hazards in the working environment.

Identify and assess emergency situations i.e. emergency plans, response procedures in administration offices.

Furthermore providing unlimited access to drinking water, hygienic toilet facilities and regular health & training services.

Suppliers shall comply with occupational health and safety regulations and provide a work environment that is safe and conducive to good health and safety.

## **Labour practices**

VGL shall respect the human rights of workers according to UN rules and national legislation and expect our partners to treat employees with dignity and respect and to adhere to the following requirements and labour practices:

### **Wages and benefits**

VGL agree to pay employees at least the minimum wages required by law or current agreements/agreed documents in the country and shall provide all legally required benefits.

### **Working hours and holiday**

VGL recognise the importance of written employment contracts including regulations on working hours and shall remunerate overtime in accordance with local laws and regulations as a minimum.

Furthermore employees shall be entitled to holidays in accordance with legal requirements.

### **Child Labour**

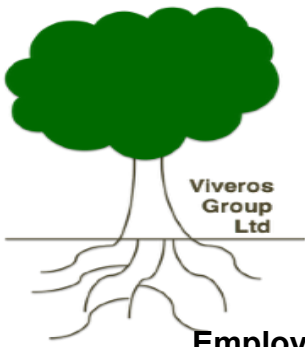
VGL will not recruit or employ children at the age of 15 years or younger. Young persons will only be engaged in work as part of a formally approved training programme.

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## **Employment**

Employees shall be treated with respect and dignity.

VGL shall ensure that hazardous work shall be minimized according to international standards and national legislation.

VGL agree and accept that there shall be a free and open communications between management and employees regarding working conditions without fear of reprisal or discrimination.

## **Non-discrimination and human rights**

VGL shall not discriminate in their hiring or employment practice on grounds of race, national origin, religion, age, disability, gender, marital status, pregnancy, sexual orientation or political affiliation.

VGL ensure its staff a work environment in which discrimination is not tolerated, nor any kind of harassment and disadvantage for reasons of race or ethnic origin, gender, religion or philosophy of life, handicap, age or sexual identity.

We expect our colleagues to respect any different ways of life and cultural or country-specific characteristics in their dealings with other co-workers, including temporary staff or trainees.

VGL will under no circumstances tolerate unlawful harassment of staff by gesture or physical.

VGL respects and acknowledge human rights and all decisions of the UN, other international bodies or national legislation that aims to ensure all basic humanitarian rights.

## **Ethics**

VGL has a zero-tolerance towards bribery and corruption.

VGL shall comply with all international and national laws and regulations on bribery, corruptions and prohibited business practice.

Bribery means any offer or acceptance of a gift, loan, fee, remuneration or anything of value to or from another person or entity, private or public, as an

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incentive to influence or promote a certain act or omission which would not have been appropriate under normal conditions and in the absence of bribery.

At the same time business partners shall not give or receive bribes to obtain undue or improper advantage, and shall refrain from offering improper advantage or benefits in an attempt to influence business decisions.

#### Sub-suppliers

VGL's collaborative partners are required to inform their own suppliers, agents and collaborative partners of the above-mentioned standards and to urge sub-suppliers to treat and respect the guidelines as a whole.

Managing Director  
Viveros Group Limited