



Corporate Responsibility Policy

I-BOS Interiors recognise the important responsibility we have to balance the interests of our shareholders, employees, customers, suppliers, and the wider community and recognise that the responsible and sustainable development of our business is very important for its long-term success. The Company aims for continuous improvement in financial, social, safety and environmental performance. This Corporate Responsibility Policy sets out I-BOS Interiors' values relating to the management of social, ethical and environmental matters. The policy is broken down into four key areas:

- People
- Environment
- Health & Safety
- Community

People:

- Ensure regular training is made available to employees in order to maintain a high level of safety and technical expertise
- Operate an Equality & Diversity Policy for all present and potential future employees
- Offer employees clear and fair terms of employment and provide resources to enable their continual development
- Maintain a positive and consistent approach to managing and improving employee performance and intervene when unacceptable behaviour and/or performance occurs
- Respond to employees needs through proactive engagement and through policies and programmes that reflect industry best practices

Environment:

- Consider the balance between economic, environmental and social aspects of business decisions against sustainable development principles
- Minimise the impact of our activities on the environment, as defined in our Environmental Policy Statement

Health & Safety:

- Provide and strive to maintain a clean, healthy and safe working environment as defined in our Health & Safety Policy
- Our Operations Director has overall responsibility for ensuring we maintain high standards of health and safety. However, we rely on all our employees, sub-contractors and clients to play their part in effectively implementing our Health and Safety Policy.

Community:

- Register and resolve customer complaints in accordance with our standards of service and our Complaints Procedure
- Ensure our contracts clearly set out the agreed terms, conditions and basis of our relationship
- Operate in a way that guards against unfair business practice