HOTCHKISS WESTWELL

SOCIAL RESPONSIBILITY POLICY

At HotchkissWestwell, we build our social responsibility policy on our core values which are not only based on commercial objectives and meeting legal requirements but also have a positive social impact.

John D Hotchkiss Ltd and Westwell Development Ltd, JDH/WW
Social responsibility issues and priorities includes:

Organizational governance:

JDH/WW have policies, human resources procedures, environmental management system, health and safety management system to ensure that the organization can implement and maintain social responsibility policy.

Human rights

Workers human rights protected through series of procedures and policies which are enforced by top management and these includes:

- JDH/WW ensures that working hours comply with working time regulations.
- Working hours are set at 48 hours per work as standard practice and voluntary opt out agreement is available.
- Discrimination policy in place and is communicated to all staff through employee handbook and discrimination is not acceptable in any way or form
- Equality opportunity policy has been developed and these covers genders opportunity throughout the organization.
- Disciplinary procedure has been established, communicated to staff and actions supported by outside consultants to ensure compliance with employment law.
- Grievance procedures are in place with management involved to ensure procedures are followed.
- No harsh or inhumane treatment is allowed and disciplinary action will be taken including dismissal if proved.

Labour practices

- JDH/WW does not employee people under the age of 16
- JDH/WW does not employ, support or in any way promote child labour.
- Employees working hours covered in their contracts and only asked to perform work if is within the working hours and in compliance with working time regulations.
- Health and safety policy and procedures in place to ensure safe and hygienic working environment is provided for all staff by conducting risk assessments and apply control measures.

The environment

- JDH/WW committed to comply with local and national environmental regulations.
- JDH/WW committed to protection of the environment and prevention of pollution.
- JDH/WW promote renewable energy and reduces use of natural resources.
- JDH/WW implement practices that reduces waste and promote recycle.

Fair operating practices

- JDH/WW promotes fair operation practices by responding to customer demands and genuine sales and marketing practices.
- JDH/WW maintains confidentiality of personnel and commercial information of its employees, customers and suppliers.
- JDH/WW prohibits modern slavery and expects its suppliers to have same policy.
- JDH/WW expects its suppliers to comply with health and safety and environmental regulations and consider social and ethical issues.
- JDH/WW will ensure it follows good competition practices and will not seek to damage competitors.

Consumer issues

- JDH/WW ensures that the company and staff comply with The Bribery Act 2010.
- JDH/WW committed to a zero tolerance policy for any bribery or corruption.
- JDH/WW ensures that health and safety practices are maintained for workers and suppliers
- JDH/WW ensures that its activities conducted with consideration of protection of environment and prevention of pollution.

Community involvement and development

- JDH/WW ensures protection of local environment and prevention of pollution.
- JDH/WW supports local employment through job centres.
- JDH/WW supports apprentice programmes