



Social Responsibility Statement

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Social Responsibility Statement

Company main activities:

- The main activity involves heatset web offset lithographic printing, currently with four 8pp and three 16pp MAN web presses, all with inline finishing.
- The majority of products are direct mail products, for example- promotional/informational leaflets and flyers, and are destined for insertion into magazines, statement mailings or for doordrops.

Company characteristics:

- The company has a full complement of 150 employees with an Executive Board of 4 Directors.
- The organisational structure is very flat, with very few managers/supervisors between the Executive Board and operational staff.
- There is a policy of open access to all Directors, the CEO daily “walks the floor” and engages in direct communication, both formally and informally, with employees at all levels.
- A strong emphasis on teamworking is an integral part of our commitment to continuous improvement and high performance.
- There is a profit related pay scheme with 18% of annual profits distributed to qualifying employees

Company ownership:

- The company is privately owned and has been so since its inception as a sole trader in 1884, subsequent development into a partnership, followed by incorporation in 1912.

Geographic area of operation of the company:

- This is a single site operation based in Elland, West Yorkshire. The current manufacturing facility takes up approximately half of the 16 acre site.
- The vast majority of our production is destined for all parts of the UK. However, one of our customers also has particularly specialised products for distribution throughout Europe and the rest of the world.



Values to guide the management of the company and its activities:

The Mission and Vision statement includes:

- Acting with integrity and honesty with all employees, customers & suppliers.
- Commitment to the highest standards of product quality and customer service.

International Standards and accreditations:

The company is certified to:

- ISO 9001 (Quality Assurance)
- ISO 14001 (Environmental Management)
- FSC (Forestry Stewardship Council)

Employment conditions – legal and social conventions:

The company subscribes to the ILO conventions, and similar values and principles relating to:

- Freedom of Association
- Equality of opportunity (Discrimination & Remuneration)
- Forced and Child Labour
- Health & Safety
- Education, training and development
- Sexual harassment or other forms of bullying, abuse or coercion
- Fair Trade

Community and Environment:

- The company recognises that its operations and activities have direct impact on the social and physical environment and takes realistic measures to both reduce or eliminate the negative impacts and to make a positive impact.
- The company is accredited to ISO 9001 and ISO 14001. Our operational activities are controlled by formal procedures designed to ensure best working practices for efficient material utilisation, high quality products and low impact on the environment. In particular our waste management processes are designed to maximise recycling and minimise waste disposal.
- The company receives and responds positively to requests from charitable organisations. We have also had for many years unique relationships with each of two organisations, Haycliffe School in Bradford (Community Special School) and also Wakefield Hospice.
- The company makes monetary contributions and also commits the time and services of management and employees to support these organisations in a direct and active way. We also support the Reserve Armed Forces.



Linked Statements and Policies available on request:

- Mission Statement
- Environmental Policy
- Equality of Opportunity Statement
- Training & Development Policy
- Values Charter