

# Corporate Social Responsibility Document

The Mayflex Corporate Social Responsibility document sets out our policies and principles and summarise how we are managing our environmental impacts, how we are working with suppliers and local communities and how our employees or partners contribute to these initiatives.

## + **Commitment**

### We are committed to:

- Continuous improvement in our Corporate and Social Responsibility strategy
- Encourage our business partners to strive for matching performance
- Acting in a socially responsible way
- Continually improving our performance and meeting all relevant legislation
- Encouraging our staff to be mindful of the effect of their actions on any natural resource

## + **Our Key Direct Impacts**

- The products we distribute
- Transport and logistics
- Packaging
- Waste
- Energy efficiency

## + **Standards of Business Conduct**

We recognise that good CSR embraces all aspects of sustainable development and the way we affect people through our business operations. We build our business for the long term by balancing social, environmental and economic considerations in the decisions we make.

We are committed to ensuring that our business is conducted in all aspects according to rigorous ethical, professional and legal standards.

## **Environment and our commitment to Carbon Reduction**

### + **Waste Reduction/Packaging**

Mayflex aims to minimise consumption and waste as a result of our business activities and wherever possible to recycle and reuse and buy recycled office materials and supplies.

In order to do so, we develop our products/services adopting a life cycle perspective – from initial manufacturing stage to packaging stage – and assess how we can control / influence each stage.

We measure this usage as a percentage of our overall sales revenue.

In 2016 we kept our waste to landfill to 0.003% of our revenue, whereas our order volume increased 3.87%.

We achieved this by using recyclable material in products packaging, for example cardboard corners received from our suppliers are re-used in the packaging sent to our customers; by segregating efficiently our waste and working in close relationship with waste treatment companies to build the circular economy and preserve scarce raw materials.

## + Energy

**Gas:** In 2016 we averaged 0.34% of gas usage as a percentage of sales revenue, overachieving the set target of 0.65%. We did so by disabling our radiators where possible, in favor of a centralised air conditioning system.

**Electricity:** In 2016 we averaged 0.68% of overall electricity usage as a percentage of sales revenue. In 2017 we are aiming to reduce this by using our resources more efficiently during the day shifts.

**Paper:** In 2016 we averaged 0.013% of paper used in the business as a percentage of sales revenue. Even if we are overachieving the set target of 0.014%, we feel we can do much better in 2017.

In 2016 we saved 193.8 trees by recycling shredded paper. We will continue the initiatives introduced previously.

Initiatives introduced: Set printers to double print and used paper is re-used for non critical printing, increasing the volume of electronic documents over paper copies.

## + Staff Engagement

Staff are encouraged to submit suggestions for business improvements and initiatives that will save both resources and money. We are promoting a reuse-recycle mentality to reduce the impact on the environment.

We care about our staff well being and promote health in the workplace by offering fresh fruit for free.

Mayflex actively supports Macmillan, a charity which works to help prevent cancer, diagnose it earlier, develop new treatments and optimise current treatments by personalising them and making them even more effective.

Mayflex also sponsors a number of UK children's community football teams.