

HEALTH AND SAFETY POLICY

Our statement of general policy, based on the Health and Safety at Work Act 1974, is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters of their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure that all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions and
- To review and revise this policy at regular intervals

Specifically, the health and safety issues that affect the studio are as follows:

Slips and Trips: 22 Design have put down non-slip flooring in the studio to alleviate slips and trips as much as possible. Computer cable management is in place and all walkways are clear of obstructions.

Workstation comfort: With the latest ergonomically designed work chairs and flat screen technology, posture and eye strain are kept in check. 22 Design insist that staff break from their workstation at regular intervals.

Work related stress: 22 Design believe a 'happy' work environment is also the most productive. To this end the directors ensure staff remain stress free by treating all with respect and understanding.

First Aid: A basic first-aid box is kept in the studio. This has been used to treat minor paper cuts.

ISBN 07176 2493 5: The Health & Safety Law poster is displayed in the studio.

Responsibility

The Managing Director is responsible for overall Health and Safety but all employees are responsible for ensuring the safety of themselves and others when at work and must co-operate with their manager on matters of Health and Safety. Employees must not interfere with anything that is provided to safeguard their Health and Safety. All Health and Safety concerns should be reported to the Managing Director.

HEALTH AND SAFETY POLICY (CONTINUED)

Risk Assessments

Risk Assessments will be carried out annually or when work activities change whichever is the soonest by the Managing Director or a nominated person. The results will be recorded and any actions undertaken with the approval of the Managing Director who will check that implemented actions have removed/reduced the risks identified.

Consultation

Consultation will be provided by the Managing Director who will consult with a nominated employee representative. Employees can go to their manager or to the Managing Director for Health and Safety advice. All new employees will receive Health and Safety instruction during their induction - provided by the relevant manager or the Managing Director.

Emergency Procedures

In case of fire, all employees should assemble across the road at a safe distance opposite the building.

This statement forms part of the terms and conditions of employment for all staff.

"It is the policy of this company to provide safe and healthy working conditions for all employees. Whilst every effort will be made to identify and rectify unsafe and unhealthy working conditions, your full cooperation is requested in pointing out areas of risk to your Manager.

All new employees who do not already wear spectacles for their work, should have an eye test with a qualified optician within one month of the date of engagement.

Any injury sustained whilst at work, no matter how slight, should be reported to your Manager. All accidents by law must be entered into the Accident Book. An accident which prevents you from working for more than three days must be reported to the Local Health and Safety Council immediately."

Signed:

Dated - 22/12/2018

EQUAL OPPORTUNITIES POLICY

We ensure that we are aware of and comply with legislation including the Equal Pay Act 1970, The Race Relations Act 1976 and Amendment 2000, Disability Discrimination Act 1995, Sex Discrimination Act 1975.

We aim to encourage, value and manage diversity in all areas of our business and to be an equal opportunities employer. We are committed to providing equality for all and to this end we make real efforts to attain a workforce that is representative of the community by ensuring that we use as wide a selection of advertising mediums as possible and by monitoring the ethnicity of job applicants.

We do not accept discrimination on the grounds of gender, sex, marital status or gender re-assignment. Nor will we tolerate discrimination on the grounds of race, ethnic origin, colour, nationality, national origin, religion or belief, age or disability.

We will not tolerate victimisation, discrimination or harassment in any form and we make it clear that any instances will be investigated and if deemed to be a disciplinary offence, could result in dismissal.

We believe that everyone should be treated fairly and on their own merit and ability. This policy is the ethos of our selection and recruitment procedure and applies to promotion and training and to discipline and dismissal. We provide training for staff in interviewing, selection, promotion and recruitment ensuring that they understand the legislation and our policy.

We work with our clients and suppliers to ensure that they understand our ethos and we make it clear that fair treatment for all is expected and should be maintained.

This policy is posted on the Company Notice Board and is also available in the staff handbook. All new employees are asked to read this policy during induction.

The Directors are responsible for this policy and its implementation and for investigating any instances of discrimination.

Signed:

Dated - 22/12/2018

ENVIRONMENTAL POLICY

22 Design Limited recognises the importance of environmental issues and throughout its commercial activities and operations, it is committed to fostering the preservation and protection of the Environment.

It is the policy of 22 Design Ltd to:

- Minimise the extent of environmental impacts of operations within the Company's sphere of influence
- Liaise with clients on potential environmental issues and work with them to address concerns
- Conserve energy through minimising consumption and maximising efficiency
- Minimise the use of materials, which may be harmful to the environment
- Promote efficient purchasing to both minimise waste and allow materials to be recycled where appropriate
- Employ sound waste management practices

The largest environmental issue 22 Design can effect is the purchase of recycled or environmentally friendly paper for its print work. These papers are recommended to clients on all jobs along with the use of soya-based inks. Over the past year it has been documented that 82% of 22 Design print has been produced on these stocks.

As the our business becomes more digitised, the paperless office becomes more of a reality.

Signed:



Dated - 22/12/2018

MODERN SLAVERY POLICY STATEMENT

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implement and enforce effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or our supply chain. We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chain.

We expect the same high standards from all of our contractors, suppliers and other business partners. As part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude and we expect that our suppliers will hold their own suppliers to the same high standards. This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors, external consultants, third-party representatives and business partners. This policy does not form part of any employee's contract of employment and we may amend it at any time.

Responsibility for the policy: The Procurement Department has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. The Group Purchasing Director has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery. Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given any required training. C

Compliance with the policy: You must ensure that you read, understand and comply with this policy. The prevention, detection and reporting of modern slavery in any part of our business or supply chain is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy. You must notify your manager OR the Procurement Department as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future. You are encouraged to raise concerns about any issue of suspicion of modern slavery in any parts of our business or the supply chains of any supplier tier at the earliest possible stage. If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your manager or report it in accordance with our Whistleblowing Policy as soon as possible.

MODERN SLAVERY POLICY STATEMENT (CONTINUED)

If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chain constitutes any of the various forms of modern slavery, raise it with your manager or the Procurement Department. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any part of our supply chain. If you believe that you have suffered any such treatment, you should inform your manager immediately.

Communication and awareness of policy:

Training on this policy, and on the risk our business faces from modern slavery in its supply chain will be given where needed. Our zero-tolerance approach to modern slavery must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

Breaches of this policy: Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct. We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Signed:



Dated - 22/12/2018