CORPORATE SOCIAL RESPONSIBILITY POLICY

1. Policy Purpose

Andel Limited recognises that its activities have an impact on employees, clients, suppliers, communities, and the environment. As a responsible business, we are committed to conducting our operations in a lawful, ethical, and sustainable manner that contributes positively to society while minimising adverse impacts.

This Corporate Social Responsibility (CSR) Policy sets out our commitments to responsible business conduct and provides a framework for integrating social, ethical, and environmental considerations into our decision-making and daily activities.

2. Scope

This policy applies to:

- All activities undertaken by Andel Limited
- All employees, directors, agency workers, and subcontractors
- Suppliers and business partners working on our behalf, where relevant

3. Our Approach to Corporate Social Responsibility

Andel Limited's approach to CSR is based on two complementary principles:

- **Compliance** – meeting legal, regulatory, and contractual obligations as a minimum standard
- **Continuous Improvement** – adopting proportionate and practical initiatives to improve our social, ethical, and environmental performance

4. Legal Compliance and Ethical Conduct

Andel Limited is committed to operating in full compliance with applicable laws, regulations, and recognised industry standards. We will:

- Conduct all business activities lawfully and transparently
- Honour internal policies and procedures
- Maintain open and honest relationships with clients, suppliers, and partners
- Ensure all business operations are legitimate and appropriately governed

5. Business Ethics

We are committed to maintaining high standards of ethical conduct. This includes:

- Acting with honesty, integrity, and professionalism
- Promoting fair dealing and respect in all business relationships
- Prohibiting bribery, corruption, fraud, or unethical behaviour
- Respecting the rights and interests of clients, employees, and other stakeholders

Unethical behaviour will not be tolerated.

6. Health, Safety and Protecting People

The health, safety, and wellbeing of those affected by our activities is a core priority. Andel Limited commits to:

- Providing a safe and healthy working environment
- Identifying and controlling risks associated with our activities
- Preventing harm to employees, contractors, the public, and local communities
- Promoting fair treatment, dignity, and respect
- Supporting equality, diversity, and inclusion

We do not tolerate discrimination, harassment, or unsafe working practices.

7. Human Rights and Fair Labour Practices

Andel Limited is committed to upholding fundamental human rights. We will:

- Operate as an equal opportunities employer
- Comply with applicable employment and labour legislation
- Oppose forced labour, child labour, and exploitative practices
- Seek to ensure our activities do not directly or indirectly infringe human rights

8. Environmental Responsibility

Andel Limited recognises its responsibility to protect the environment and prevent pollution. In line with the principles of **ISO 14001**, we will, where reasonably practicable:

- Minimise waste and promote recycling
- Use energy, materials, and resources efficiently
- Prevent pollution arising from noise, dust, waste, and emissions
- Dispose of waste responsibly and in accordance with legislation

- Consider environmental impacts when planning work activities

Environmental compliance represents a minimum standard, and continual improvement remains an objective.

9. Community Engagement and Social Contribution

Where reasonably practicable, Andel Limited seeks to contribute positively to the communities in which it operates by:

- Minimising disruption during works
- Acting responsibly in public or occupied environments
- Treating members of the public with courtesy and respect
- Supporting local suppliers and services where appropriate

The company may support charitable, educational, or community initiatives in line with business priorities and available resources.

10. Donations and Volunteering

Subject to business needs and approval:

- Andel Limited may support charitable or community initiatives through donations
- Employees may be encouraged to participate in voluntary activities
- Volunteering initiatives may be supported internally or externally where appropriate

All such activities will be proportionate and aligned with company values.

11. Learning, Development and Improvement

Andel Limited is committed to continual improvement by:

- Encouraging learning and development
- Being open to feedback and suggestions
- Reviewing performance, incidents, and lessons learned
- Improving systems and practices where opportunities arise

12. Communication and Responsibility

Management is responsible for:

- Communicating this policy at all levels of the organisation
- Ensuring awareness among employees and relevant parties
- Addressing CSR-related issues as they arise

Employees and those working on our behalf are expected to support and comply with this policy.

13. Policy Review

This policy will be reviewed at least annually, or sooner where:

- There are changes to legislation
- Business activities change
- Stakeholder expectations evolve

Peter Double
Managing Director
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