

Corporate and Social Responsibility - Strategy

Definition

The Directors and Management of OfficeXpress have undertaken to operate the business at all times ethically and contribute to the economic environment while improving the quality of life of the workforce and their families as well as that of the local community.

Method

As a major employer in Bradford we will support the local community through the work force by the following means:

- Fair remuneration of our staff to enable a viable standard of living to be achieved for them and their families
- The provision of a pension plan to all employees
- Support locally based charities that are nominated/sponsored by employees
- Allow up to 2 days per year, per employee to give voluntary time to a local charity of their choice
- Support/sponsor 1 local sports team (represented by an employee family member) each year

In addition we will work with our customers to re-invest all income derived from recycling their used goods (empty toner cartridges/decommissioned equipment etc.) to three charities which include; Leeds City Hospital, Jeans for Genes, Bullying UK.

On-Going Measurement

The Directors and Management of OfficeXpress will review the following annually:

- Impact and value of charitable donations
- Impact of voluntary time sacrifice – encourage participation across all employees
- Review local sponsorship

Activity will be recorded, measured and monitored by the Company HR team. The Directors and Management will seek continual positive social contribution in our staff and local community.

A handwritten signature in black ink, appearing to read 'S Qureshi'.

Saj Qureshi
Sales Director
OfficeXpress