

Millbank Holdings Group Ltd (Incorporating Priory Design Services Ltd, MDA Rail Ltd, Forbes HR Ltd)		
	<h2 style="color: #008080;">Corporate Social Responsibility</h2>	POL003/01/0419
		Last Reviewed: 03/2024
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		Owner: David Hopley

1 Policy Statement

Millbank Holdings Ltd and its subsidiaries recognises its Corporate Social Responsibility to the environment and to our local communities. We actively encourage our employees to recognise those responsibilities and behave in a responsible manner toward the society in which we operate.

2 Scope

Millbank Holdings corporate social responsibility programme applies throughout the organisation is applicable to all our employees and governs our approach to all our activities.

3 Responsibility

Implementation of our corporate social responsibility programme is firstly the responsibility of Millbank senior management team but is also the responsibility of all Millbank Holdings employees.

Each line manager is responsible for ensuring that the principles set out in this policy are communicated to, understood and observed by all employees and for ensuring compliance in their area of responsibility.

4 Our commitments

4.1 Standard of Business Conduct

We are committed to ensuring that our business is conducted according to rigorous ethical, professional and legal standards. This applies to all of the operations of Millbank Holdings and its subsidiaries and Millbank's Business Ethics Policy sets out the minimum standards which the Board of Directors expects from employees in their internal and external dealings with colleagues, customers, stakeholders and third parties.

4.2 Employees

We aim to create and maintain a safe and healthy working environment, a competitive and fair employment environment and the opportunity to develop and advance within Millbank. We will conduct every aspect of our business with honesty, integrity and openness, in which there is mutual trust and respect. We will respect the individual and each other's rights, customs and traditions.

4.3 Customers

Every employee is responsible for ensuring that any contact with our customers, suppliers and the public at large reflects professionalism, efficiency, integrity and honesty.

4.4 Suppliers

We regard our suppliers as partners and endeavour to work closely with them in order to help us achieve an efficient and transparent Corporate Social Responsibility supply chain programme. We will respect the legitimate interests of third parties with whom we have dealings in the course of our business.

4.5 Health and Safety

We are committed to continuously improving our health and safety performance in order to ensure that the working environment is safe and fit for its intended purpose.

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4.6 Community

We strive to be a good citizen wherever we operate, recognising our responsibility to work in partnership with local communities.

We will work with our stakeholders, clients and customers to understand community priorities and identify how we can play a role in addressing these.

Our commitment to the community includes:

- Supporting local businesses and charities
- Forming and maintaining links with local schools and colleges for work experience placements
- Making it possible for our employees to make a difference in the community through volunteerism and support of non-profit organisations.
- Sponsorship and support of local charities.

4.7 Environment

Our objective is to reduce our impact on the environment through a commitment to continual improvement. The above statement reflects Millbank Holdings corporate social responsibility position. We recognise that our business activities have varying direct and indirect impacts on the society and environment in which we operate. We endeavour to manage these in a responsible manner. We are committed to continually reviewing our corporate social responsibility programme in order to ensure its effectiveness.

We actively seek ways to minimise our environmental impact within the communities. We implement programmes that reduce waste, conserve resources and prevent pollution.

The nature of our work as a labour supply business means that we do not inherently have a high environmental impact but we will take consideration of environmental issues in the professional services we provide and endeavour to reduce our environmental impact to an absolute minimum.

Our commitment to the Environment includes:

- complying with all relevant environmental legislation, regulations and approved codes of practice;
- protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water;
- seeking to keep wastage to a minimum and maximise the efficient use of materials and resources;
- managing and disposing of all waste in a responsible manner;
- providing training for our employees so that we all work in accordance with this policy statement and within an environmentally aware culture;
- regularly communicating our environmental performance to our employees and other significant stakeholders;
- developing our management processes to ensure that environmental factors are considered during planning and implementation;
- monitoring and continuously improving our environmental performance.

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5 Energy

We conserve energy wherever possible: -

- Turn off appliances when not in use
- Waste minimisation and recycling

We reduce, re-use and recycle waste: -

- Recycle waste - paper, cardboard, plastics, glass, tin and aluminum
- Return toner cartridges to suppliers for re-use and support charity toner appeals
- Reduce printing and paper waste through monitoring systems and improvement of electronic processes
- Re-use printed paper for internal work
- Minimise paper use by storing information digitally rather than as paper files

6 General

We also: -

- Ensure that all employees know and understand the policy and what is expected of them
- Comply with environmental legislation, regulations and government guidance
- Constantly seek to improve our environmental performance through monitoring systems and policy reviews.

7 Related Documents

- POL005 - Business Ethics Policy

8 Policy Review

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that necessitates change.

Signed by:

David Hopley

Title: Managing Director

Date: March 2024

Any personal data collected in line with this policy will be stored and used in line with our Data Protection Policy, Retention Policy and Privacy Notice.