



Corporate Social Responsibility (CSR)

Oxkem is committed to ensuring that its business undertakings are conducted in an ethical manner.

Oxkem's employees

- Oxkem strives to be an inclusive employer.
- All Oxkem employees are encouraged to speak up on issues that are important to them, such as:
 - the environment, health, and safety.
 - respectful treatment of colleagues.
 - ideas for running the business more effectively.
- Oxkem's staff are expected to conduct themselves in a manner that enhances their working environment and the reputation of the company. Openness and respect are crucial to the successful operation of Oxkem as a business.
- Oxkem invests in its staff. We provide all the necessary training, support, and resources to enable Oxkem's employees to carry out their roles successfully, confidently and safely, and to reach their full professional potential.
- All Oxkem's staff are issued with an employee handbook. This handbook clearly sets out: company policies; the rights, benefits and legal protection of staff, and the company's expectation for staff to undertake their roles to the best of their abilities.

Oxkem's social commitments

- **Social responsibility**

Oxkem is committed to promoting a healthy work-life balance, diversity in the workplace, and equal opportunities for all its employees. Oxkem fully respects human rights and encourages all employees to raise concerns with senior management about any possible form of modern slavery or child labour in the supply chain (as set out in Oxkem's Modern Slavery Policy).
- **Written contracts/remuneration/working hours.**

All Oxkem employees are issued with written contracts and paid above the minimum wage as stipulated by the applicable laws in England and Wales. In addition, Oxkem complies fully with the UK Working Time Directive 1998 regarding working hours.
- **Equal opportunities & protection against harassment**

Oxkem is an equal opportunities employer and is committed to employing a diverse workforce. We do not tolerate any form of discrimination or harassment. All Oxkem staff are encouraged to speak out if they witness harassment or are a victim of harassment, and they can do so in complete confidence. This procedure is set out in Oxkem's employee handbook.
- **Health and Safety**

The nature of Oxkem's business places Health and Safety at the centre of the company's corporate vision, corporate practice, and the development of its staff.

 - Oxkem provides a safe working environment for everyone on site.
 - All staff are fully and continuously trained in the work that they undertake.
 - All our staff are issued with appropriate personal protective equipment.
 - All plant and machinery are regularly checked to ensure it can be safely operated;



- All plant and machinery are frequently inspected by qualified external contractors to ensure safety and compliance.
- OXkem complies with all UK laws and regulations for health and safety. We expect our suppliers to comply with local laws or with the industry standard, and always to adhere to the higher applicable standard. Similarly, if there is any discrepancy between national law or the terms set out in this Supplier Code of Conduct, suppliers must adhere to the higher standard.

Environmental commitment

OXkem is committed to reducing its impact on the environment by:

- Maximising recycling.
- Increasing the energy efficiency of its production processes and the energy ratings of its warehouses.
- Constantly identifying ways to reduce the generation of waste.
- Complying with all relevant UK law and regulation.

Business ethics

OXkem is committed to conducting business in an ethical way.

- In line with the UK government's Bribery Act 2010, OXkem operates a strict anti-bribery and anti-corruption policy.
- All OXkem staff are encouraged to express any concerns they might have regarding actions undertaken by OXkem or any company in its supply chain. This procedure is set out in OXkem's employee handbook.

Supplier standards

OXkem expects its suppliers to adhere to similar standards, as set out in its Supplier Code of Conduct.

Edward Head

A handwritten signature in blue ink, appearing to read "Edward Head", is positioned above the typed name.

Managing Director

OXkem Ltd

1st January 2023