

Corporate and Social Responsibility Policy

Introduction

Orchid Haze Maritime EOD Ltd is committed to operating its business in a manner that is both sensitive and responsible with proper regard to its legal obligations and according to relevant directives, regulations and codes of practice. It is also committed to supporting the Government's vision for Corporate Social Responsibility in terms of businesses taking account of their economic, social and environmental impacts, specifically:

- Promoting business activity that brings simultaneous economic, social and environmental benefits;
- Encouraging innovative approaches and continuing development and application of best practices;
- Ensuring best minimum levels of performance in areas such as health and safety, the environment and equal opportunities;
- Creating a framework that facilitates business practices that balance profit and success with achievement of social and sustainability goals;
- Creating real opportunities for local people and local companies;
- Providing a rewarding, challenging and great place to work.

Corporate Social Responsibility is also touched on in several other company policies including:

- Environmental Policy;
- Health, Safety & Welfare Policy;
- Equality, Diversity and Inclusion Policy;
- Anti-Bribery and Anti-Corruption Policy.

Commitment to Corporate Social Responsibility

Orchid Haze Maritime EOD Ltd recognises that its operations have an effect on the communities and environment in which it operates. In light of this, the company is committed to operating in a socially responsible manner, supporting a number of local communities and social causes, as well as operating in an environmentally sustainable manner.

Local Community & Social Responsibilities

Orchid Haze Maritime EOD Ltd is proud to support local community projects as well as a range of deserving and charitable causes. To prevent funding or charitable donations from being misappropriated interpreted as a bribe, we carry out appropriate due diligence to ensure that the recipients are *bona fide* and that money raised is used for its intended purpose. This includes ensuring that donations are made to legitimate organisations or that beneficiaries are identified.

is our objective to ensure that charitable donations, contributions or sponsorships genuinely benefit the causes to which they are given and that funds are not misappropriated or interpreted as bribery. As a company we will carry out due diligence to ensure that the recipients of any donations, contributions or sponsorships are *bona fide* and that the funding will be used for the

purpose that it is intended. We will do this by ensuring that donations are only made to registered charities or that the recipients of any other donations are researched to ensure that they are legitimate and the beneficiary (be that an individual, company or charity) is identified and approved in advance unless otherwise authorised by the Managing Director.

Our Staff

We are committed to ensuring that we provide a motivational, fulfilling and fun environment in which to work. We focus hard on recruiting and retaining the best people, recognising their achievements and rewarding their efforts. We believe that much of our success can be attributed to the values that we hold and that are embedded throughout the organisation which include:

- Integrity
- Honesty
- Professionalism

Environmental Management Programme and Objectives

Whilst Orchid Haze Maritime EOD Ltd does not produce any emissions or pollutants that come under the Integrated Pollution Prevention and Control Regulations, the company has identified that its most significant impacts on the environment include:

- Disposal and recycling of waste (including paper, consumables and electronic equipment);
- Energy and water usage;
- Transport and company vehicle usage;
- Purchase of consumables;
- Maintenance of buildings.

Methods for meeting the objectives within the Environmental Management Programme include:

- Maximising the reuse, recycling and sustainable disposal of waste;
- Minimising unnecessary energy usage and waste;
- Minimising the impact of company vehicle use;
- Purchasing consumables in an environmentally sustainable and fair manner;
- Minimising unnecessary water use and waste;
- Ensuring that buildings are maintained in a manner that minimises environmental impact.

We have in place a full environmental policy which details how these impacts will be monitored, managed and wherever possible, reduced.

Equal Opportunities

It is the aim of Orchid Haze Maritime EOD Ltd to create an environment that encourages and values diversity within its workforce and builds on the differences individuals bring, enabling the company's continued success. We aim to draw upon the widest possible range of views and experiences in order to meet the changing needs of our staff, clients and partners.

We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation (including but not limited to the Equality Act 2010).

Our approach to equal opportunities applies equally to both our own employees and the way in which our recruitment services are offered to clients and candidates.

Health, Safety and Welfare

It is Orchid Haze Maritime EOD Ltd's duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees. This requires that regard is paid in particular to :

- Maintaining safe premises, as well as a healthy and safe working environment;
- Providing and maintaining safe systems at work;
- Providing health and safety information and training;
- Publishing and regularly updating a Company Health, Safety & Welfare Policy;
- Ensuring safety in the use of articles and substances;
- Conducting special risk assessments for expectant, new mothers and young persons;
- Providing such information, training, instruction and supervision as is necessary to ensure the health and safety at work of all employees.

Ethical Purchasing and Procurement

Orchid Haze Maritime EOD Ltd is committed to procuring its works, goods and services in an ethically and environmentally sensitive way, yet with proper regard to its commercial obligations, ensuring that suppliers deliver to agreed timescales, quality and cost. Purchasing is undertaken in a manner that encourages competition and offers fair and objective evaluation of offers from all potential suppliers.

Information and Confidentiality

Information received by employees, contractors or agents of the company will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given. The company will at all times ensure that it complies with all applicable requirements of data protection legislation in force from time to time.

Conflict of Interests, Corporate Gifts and Hospitality

Orchid Haze Maritime EOD Ltd holds the trust and confidence of those with whom it deals, including clients, suppliers and employees as fundamental to its success. Conflicts of interest potentially undermine the relationship of the Company with its partners. In order to help preserve and strengthen these relationships, Orchid Haze Maritime EOD Ltd has developed rules and guidelines concerning the conduct of its directors, managers and employees aimed at minimising the possibility of conflicts of interest. The Bribery Act 2010 states that "genuine hospitality or similar business expenditure that is reasonable and proportionate" is not illegal and should not be counted as bribery. Employees, however, may not accept corporate hospitality or gifts which could be considered an incentive or enticement, particularly if they have the potential to place the recipient under any obligation or if they have the potential to create any type of conflict of interest.

Any corporate gifts or hospitality (whether being given or received) must be disclosed to and approved by the Managing Director prior to being given / accepted. Any corporate gift must be given openly (not in secret) in the name of the company and not be construed as coming from a particular individual. Gifts should not include cash or a cash equivalent. Corporate gifts are aimed at thanking customers or suppliers for their loyalty and custom and not as an incentive or inducement for future favourable treatment or business.

Orchid Haze Maritime EOD Ltd will operate in accordance with the policies, procedures and restrictions of its clients in relation to corporate hospitality, gifts or incentives where such information forms part of a contract or has been specified in writing to the company.

Human Rights

Orchid Haze Maritime EOD Ltd is vehemently opposed to the use of slavery in all forms; cruel, inhuman or degrading punishments; and any attempt to control or reduce freedom of thought, conscience and religion. The Company will ensure that all of its employees, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights.

Orchid Haze Maritime EOD Ltd will not enter into any business arrangement with any person, company or organisation which fails to uphold the human rights of its workers or who breaches the human rights of those affected by the organisation's activities, in compliance with the Modern Slavery Act 2015 .

Monitoring and Review

This policy will be regularly reviewed to ensure that it remains up to date and effective. All internal control systems and procedures are subject to internal and external audit.

Signed on behalf of Orchid Haze Maritime EOD Ltd:

Signed



Name: Craig Tower
Date: 14th February 2024
Review Date: 14th February 2025

Document Owner: Managing Director Document Number: MAN-PO-013
Last Reviewed: 14th February 2024 Next Review: 14th February 2025