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Company Policy

Mongoose Plastics Limited are totally committed to quality.

The company policy is therefore:

1: To operate a profitable, viable and successful business based on providing customers with Products and Services that meet with their needs and expectations, at a mutually acceptable cost, on time, within budget and complying with the relevant Statutory and Regulatory requirements applying to the Products and Services provided.

2: To provide products and services that satisfy the requirements agreed with our customers, on time, with zero defects, by doing the job right first time.

3: To ensure this objective is achieved, in relation to the manufacture of formed plastics, the Quality Management System detailed in this manual shall be implemented and appropriate resources committed to the maintenance and continual improvement of this system in accordance with ISO9001:2015.

4: To ensure that this policy is communicated to, and fully understood by, all staff and that they in turn comply with the requirements of this manual and its associated operational procedures.

5: To demonstrate that the directors are committed to achieving and maintaining the highest standards of competence and expertise throughout the company in order to meet or exceed the expectations of the customer by understanding and responding to their needs and expectations.

6: To demonstrate that the company shall constantly monitor its performance in the provision of products and services with a view to improving quality processes and consequently customer satisfaction.

7: To ensure that all staff are trained and continually encouraged to contribute to the aims and objectives detailed in this manual. The company complies with all regulatory and statutory instruments relevant to all our processes and activities.

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Sustainability Policy

Principles
Our Sustainability Policy is based upon the following principles:

1: To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.

2: To integrate sustainability considerations into all our business decisions.

3: To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.

4: To minimise the impact on sustainability of all office and transportation activities.

5: To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.

Practical steps
In order to put these principles into practice we will:

Travel and meetings

* Walk, cycle and/or use public transport to attend meetings, site visits etc where possible. Exceptions are when where the alternatives are impractical and/or cost prohibitive.
* Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car or air.
* Avoid physically travelling to meetings etc where alternatives are available and practical, such as using skype/teams/facetime, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
* Reduce the need for our staff to travel by supporting alternative working arrangements, including working from home when possible

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Purchase of equipment and consumption of resources

* Minimise our use of paper and other office consumables, for example keeping as much paperwork online rather than printing off and storing to cloud storage
* As far as possible arrange for the reuse or recycling of office waste, including paper and computer supplies
* Ensure equipment is turned off and not using power when not required
* Recycle all plastic waste within site where possible
* Re use packaging where possible i.e. good quality pallets cleaned, repaired and re-used. If not practicable send to pallet company for repair/recycle
* Reduce the energy consumption of office equipment by purchasing energy efficient equipment.
* Use energy efficient lighting and make use of natural light so far as is reasonably practicable
* Purchase fair-trade and/or organic beverages.

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Labour and Human Rights Policy

* The company will not support or work with organisations which fail to uphold basic human rights within their influence, which are involved in the manufacture or transfer to an oppressive regime, or are involved in the manufacture of products used in the violation of human rights.

* The company will not provide support or work with organisations which do not conform to the most widely accepted standards for minimum labour rights or which do not cover the use of under-age or forced labour.
* We do not tolerate discrimination, bullying or any other kind of harassment.
* Employees are expected to abide by company rules and to be honest and considerate in their various roles.
* Grievance procedures are in place for any such behaviour or suspected inappropriate behaviour to other individuals or organisations.
* Equally the company will treat dishonest actions or accusations by employees seriously; this may result in disciplinary action in accordance with company rules and disciplinary procedures.

Supplier Relations

* Actively encouraging repeat business with key suppliers to nurture quality, trust and good relationships.
* Maximising local supply chains to ensure we can build up a trustworthy, reliable team within reasonable geographical proximity to a project.

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 **Environmental Policy**

We strive to produce a high quality product with minimal impact on the environment. We believe in the principle of caring for the environment and continually strive to incorporate environmental good practice into our workplace, taking a sustainable approach to waste management and minimising our use of resources across the business. We are focused on improving our energy efficiency, managing our wastage responsibly and reducing our carbon emissions.

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Health & Safety Policy

Mongoose Plastics Limited operates a strict Health and Safety policy within the guidelines of the: HEALTH AND SAFETY AT WORK ACT 1974

The statement of general policy is:

* To provide adequate control of health and safety risks arising from our work activities.
* To consult with our employees on matters affecting their health and safety.
* To provide and maintain safe plant and equipment.
* To ensure safe handling and use of substances.
* To provide information, instruction and supervision for employees.
* To ensure all employees are competent to do their tasks and to give them adequate training.
* To prevent accidents and cases of work related ill health.
* The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.
* Our policy will be revised if there are changes in circumstances of our business or amendments in the law.
* The effectiveness of this policy will be periodically reviewed and updated.
* OR reviewed when there are:

Changes in Health and Safety Legislation

Changes within the organisation which affect the way Health and Safety is managed, whichever is the soonest.

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Modern Slavery Act Policy

Mongoose Plastics Limited recognises that slavery and human trafficking remains a violation of an individual’s basic human rights. Our aim is to identify our responsibility by alerting staff to the risks, however small, in our business and in the wider supply chain.

All employees are encouraged to report to the senior management team, any concerns relating to unlawful conduct or any other matter which is deemed serious. The senior management team will discuss the information received to investigate and take appropriate action.

We are committed to ensuring that there is no modern-day slavery or human trafficking in our supply chains or in any part of our business. Our Modern-Day Slavery Policy Statement reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Policies:

This Policy considers and supports some of our other policies which are held with our procedures and requirements documented in our Quality Management System (QMS), compliant with the requirements of ISO9001:2015.

The implementation and operation of this management system underline our commitment to this policy statement. Formal procedures concerning slavery and human trafficking have been established, including disciplinary procedures where they are breached. Additional procedures ensure that this policy is understood and communicated to all levels of the company, and that it is regularly reviewed by the Directors to ensure its continuing suitability and relevance to the company activities.

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Mitigating Risk:

Mongoose Plastics will achieve these aims by our initiative to identify and mitigate risk in the following ways (but not limited to):

Stringent vetting and investigation of our supply chain.

Audit & review our practices regularly to check all our employees are paid at least the minimum wage and have the correct right to work.

We encourage the reporting of concerns and the protection of whistle-blowers.

We will not knowingly support or deal with any business involved in slavery or human trafficking.

We have a zero tolerance to slavery and human trafficking, and we expect all of those in our supply chain and contractors to comply with our values.

Training:

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we provide training to all our employees.

Our employees have access to our QMS which holds all our policies and processes that underpin our business. Training is given to ensure they have a full understanding of the system and its contents. We regularly update our training to incorporate new contracts and new legislation to ensure all our employees (including senior management) are always fully up to date.

In addition to the above our senior management team work together with our NQA audit team to mitigate any risks.

Measuring our performance:

Completion of audits by Directors and external auditors.

Use of payroll systems.

Communication and personal contact with key contacts in the supply chain to ensure their understanding and compliance with our expectations.

This policy is in accordance with Section 54 of the Modern Slavery Act 2015 and constitutes our companies slavery and human trafficking statement.

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Anti-Bribery & Anti-Corruption Policy

Mongoose Plastics Limited is committed to applying the highest standards of ethical conduct and integrity in its business activities. Every employee and individual acting on the Company’s behalf is responsible for maintaining the Company’s reputation and for conducting business honestly and professionally.

MPL considers that bribery and corruption has a detrimental impact in business by undermining good governance and distorting free markets.

MPL benefits from carrying out business in a transparent and ethical way. The Company does not tolerate any form of bribery, whether direct or indirect, by, or of, its employees, officers, agents or consultants or any person or companies acting for it or on its behalf. The management are committed to implementing and enforcing effective systems to prevent and eliminate bribery, in accordance with the Bribery Act 2010.

MPL issued an anti-bribery and corruption policy, together with policies on gifts and corporate hospitality (“Policies”), outlining the Company’s position on preventing and prohibiting bribery and corruption. These Policies apply to all employees and they are required to familiarise themselves and comply with these Policies.

A bribe is a financial advantage or other reward that is offered to, given to, or received by an individual or company (whether directly or indirectly) to induce or influence that individual or company to perform public or corporate functions or duties improperly.

Employees and others acting for or on behalf of the Company are strictly prohibited from making, soliciting or receiving any bribes or unauthorised payments. As part of its anti-bribery measures, the Company accepts transparent, proportionate, reasonable and hospitality and promotional expenditure, whether given or received.

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A breach of these Policies by an employee will be treated as grounds for disciplinary action.

Employees and other individuals acting for the Company should note that bribery is a criminal offence that may result in up to 10 years’ imprisonment and/or an unlimited fine for the individual and an unlimited fine for the Company.

MPL has a policy of not conducting business with service providers, agents or representatives that do not support appropriate anti-bribery and corruption objectives.

The success of the Company’s anti-bribery and corruption measures depends on all employees, and those acting for the Company, playing their part in helping prevent bribery. Therefore, all employees and others acting for, or on behalf of, the Company are encouraged to report any suspected bribery in accordance with the procedures set out in the Policies or in the case of third parties to the Company Directors. The Company will support any individuals who make such a report in good faith.

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