



CSR POLICY

General Principles

We value the principles of accountability, honesty, and integrity in all aspects of our business, and conduct ourselves in a manner which ensures:

- Fair treatment of all employees, customers, suppliers, and third parties
- Transparency of our business policies and practices
- Ethical business practices throughout our operations

To succeed in delivering the best possible service to our customers, all employees are expected to understand and adhere to the company's core values and to uphold them in the workplace. Employees are expected to always exercise the highest ethical judgement and comply with any regulations or standards applicable to their roles within the company.

Customers, Suppliers and External Parties

Poth Hille & Co Ltd. develop relationships with customers, suppliers and external parties based on fairness, mutual trust and the provision of accurate information. We commit to source products from reputable suppliers who operate in an ethical manner, demonstrate respect for the rights of individuals and comply with all applicable laws and regulations.

Corporate Governance

Compliance with laws and Regulations

In addition to the company's internal operating principles, Poth Hille & Co Ltd. and its employees adhere to all applicable local and national laws and regulations at all times, including all IVD legislation applicable to the regions in which we operate.

Bribery and Corruption

Poth Hille & Co Ltd. and its employees uphold all national and international laws relevant to bribery and corruption. We do not give or accept any gift or favour that could compromise or raise doubts about the objectivity of our business decisions.

Conflict of Interest

Poth Hille & Co Ltd. commit to ensuring that any situation which may be considered a conflict of interest involving our employees, company and/or other external parties is avoided.



Certificate No. GB05/65331

Poth Hille & Company Limited
Regd. Office: 18 Easter Park, Ferry Lane South
Rainham Essex, RM13 9BP

Telephone : (+44) 01708 526828 Fax: (+44) 01708 525659/526898
Email: info@poth-hille.co.uk, www.poth-hille.co.uk

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Confidentiality

Poth Hille & Co Ltd. and its employees shall respect any information which is confidential to the company or entrusted to the company by an external party. This includes, but not limited to, proprietary information, confidential knowledge or any information concerning the processes used within the company.

Data Protection

Poth Hille & Co Ltd. are committed to complying with the data protection principles established by 2018 Data Protection Act (GDPR). All employees are responsible for ensuring compliance with this policy. Information collected may be accessible within the company but will not be disclosed to any third party without consent or in a form which identifies the individual concerned. It will not be used for marketing purposes and will not be sold to third parties. Upon request, an individual will be informed of the existence, use and/or disclosure of his or her personal data and will be given access to that data to confirm its accuracy or amend it as appropriate.

Misconduct

Poth Hille & Co Ltd. are committed to deterring any form of misconduct in the workplace, including any illegal activities. Breaches of this policy are cause for disciplinary action.

Use of Company Information and Assets

Employees shall use the company’s computer, internet and email systems for business use. Any employee found to have disclosed confidential information, been abusive or malicious in using these facilities, or misusing the systems in any way will face disciplinary action. The company prohibits the use of its internet or email system for acquiring, producing or distributing abusive language or offensive images.

Substance Abuse

Poth Hille & Co Ltd. have a zero-tolerance policy for substance abuse at work or working while under the influence of a substance.

Social

Poth Hille & Co Ltd. adheres to United Kingdom legislation and encourages openness, sustainability, and respect for employees’ rights.

Equality and Inclusion

All employees are treated equally and do not receive less favourable treatment irrespective of gender identity, race, colour, nationality or ancestry, ethnic or social origin, religious beliefs, political opinions, marital status, physical or mental disability, age, sexual orientation, or otherwise.



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Harassment and Discrimination

All employees are treated with respect and dignity in an environment which is free from harassment, bullying, intimidation, abuse, or any other form of degrading treatment. No form of discrimination is tolerated. This is fully enforced by the company disciplinary process.

Forced Labour and Modern Slavery

Poth Hille & Co Ltd. does not utilise or promote any form of modern slavery or forced labour and will not knowingly conduct business with any organisation that are involved in such activities. We strictly adhere to national and international law governing labour standards.

Child Labour

Poth Hille & Co Ltd. do not employ children who are less than 16 years old. Anyone employed under the age of 18 years old will be treated according to applicable UK law and are not subjected to any hazardous conditions nor asked to work excessive hours nor weekends.

Regular Employment

Wherever reasonably practicable employees are employed on full-time or part-time, permanent contracts, providing security and stability of employment. Poth Hille & Co Ltd. does not operate using zero-hour contracts. We encourage personal development and provide training designed to enhance the employee's skill base. All such training provided relates directly to the specific role of the individual and is regularly reviewed.

Working hours

Normal working hours do not exceed 48 hours per week and fully comply with national law. A minimum of 11 hours between shifts is enforced, and any overtime offered is always optional and never made compulsory.

Wages and Employee Benefits

Poth Hille & Co Ltd. recognises the value of its employees and has identified their long-term retention as of key importance to the short- and long-term value of the company. In all cases, wages are equal to, or exceed, the national living wage, with all permanent employees offered additional employment benefits.

Human Rights

Poth Hille & Co Ltd. fully adheres to the United Nations' Universal Declaration of Human Rights.

Freedom of Association and Collective Bargaining

We recognise and respect the right of our employees to join and organise associations of their own choosing and to bargain collectively in line with UK law.



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Safe and Healthy Working Conditions

We provide a safe and healthy working environment and continue to manage occupational health and safety within the workplace in compliance with all applicable national health and safety regulations.

Environmental Responsibility

Waste

Poth Hille & Co Ltd. manage the production of waste, with the aim reducing the total amount of waste produced whilst increasing the proportion of recyclable/reusable waste. No hazardous or harmful waste is released into the environment.

Energy Efficiency

Poth Hille & Co Ltd. promote energy efficiency and aim to reduce resource use through more efficient use of energy, water and other natural resources.

Sustainable Procurement

Poth Hille & Co Ltd. encourages the procurement of renewable and sustainable products over less environmentally friendly alternatives. We use appropriate management systems to ensure the quality and safety of products is maintained and communicated as appropriate.

Environmental Management

Poth Hille & Co Ltd. aim to minimise the discharge of direct and indirect emissions and pollutants into the environment.

Environmental Legislation

Poth Hille & Co Ltd. comply with all environmental regulation applicable to the regions in which we operate. We work with customers and suppliers to encourage awareness of environmental issues and applicable legislation.

Steve Baldwin
Managing Director
Poth Hille & Co

Document Review

Name	Job title	Version	Issue Date	Review Date
M. Cripps	Technical Director	V4	06/12/2024	06/12/2024



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Document History

Version	Date	Description
1	20/01/2017	Document created
1	15/01/2018	Document reviewed. No action required
1	07/01/2019	Document reviewed. No action required
2	26/04/2019	Data Protection section updated
2	03/04/2020	Document reviewed. No action required
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2	01/04/2022	Document reviewed. No action required
2	03/04/2023	Document reviewed. No action required
3	07/02/2024	Document changed to CSR policy, and environmental policies included.
4	06/12/2024	Corporate governance – compliance with laws and regulations updated



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