



## **BRAEMAC LIMITED**

### **GLOBAL COMPACT**

#### **Corporate & Social Responsibility Statement**

#### **Communication on Progress 2021/2022**

##### **Statement of continued support by the Managing Director**

Having participated in the UN Global Compact for 10 years now, I am pleased to confirm that Braemac Limited remains fully committed to supporting the United Nations Global Compact and its Ten Principles in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In our annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to sharing this information with our stake holders using our primary channels of communication.

Sarah Lavelle  
Managing Director



## Human Rights

### Assessment, Policy & Goals

Braemac Limited actively supports the Universal Declaration of Human Rights. We do not enter into business agreements with any suppliers' or customers' where human rights are not respected.

We also continue to work with global influencers, including the United Nations Global Compact, in support of global principles in the areas of human rights, labour, the environment and anti-corruption.

The company has promoted its policies on respect for human rights not only inside but by promoting the values with customers and external partners.

### Implementation

Braemac Limited fully support the right to freedom of speech and actively encourage all our employees to report instances of human rights related issues to higher management. If a violation were to be reported by an employee then all steps would be taken to fully understand the issue, a resolution sought and awareness raised to all employees to avoid any re-occurrence.

Management Review meetings are held regularly and address a number of points including identification and implementation of changes/improvements required to the business environment and/or staff resources, as an integral way of identifying improvement to working conditions for our employees.

We have implemented a risk assessment and a policy regarding stress in the workplace and continue to have an "open door" policy with regard to this issue when everyone is free to express their feelings.

### Measurement of Outcomes

In the past year Braemac Limited has not been subject to any investigations, legal cases or incidents involving Human Rights. Any such instances would be dealt with through our grievance procedure by the Managing Director with appropriate follow-up and remedial action where necessary.

Braemac will audit and evaluate all partners and suppliers against a set of defined principles, policies and guidelines.

We have a system in place that encourage employees, clients and partners to report back if they suspect any wrongful doing in regards to our CSR guidelines and Code of Conduct. No reports have been filed since the system has been implemented..



## Labour

### Assessment, Policy & Goals

Braemac Limited supports the ILO Core Conventions and remains committed to ensuring we have no business activities with any organisation who uses forced or child labour.

Braemac Limited employee working hours do not exceed 48 hours a week as per The Working Time Regulations 1998.

Employee health & safety is taken very seriously throughout the Braemac Group. The Braemac Group operates a health & safety management system in accordance with the current regulations.

### Implementation

Braemac Limited have put in place procedures to ensure workload is distributed equally between team members when an employee is absent for an extended amount of time to ensure fairness within the workplace.

Every effort is made to ensure our employees work in a safe office and warehouse environment with provision for the following:

- First Aid Champion – trained in First Aid at Work and Workplace Health & Safety Level 2, with designated locations for first aid kits.
- Fire Marshal trained employees to oversee instances of fire risk, with fire extinguishers and fire exits clearly sign posted.
- Stress Risk Assessment performed: Work-related stress develops because a person is unable to cope with the demands being placed on them. Stress, including work-related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as more errors.

An “open door” policy is adopted by the management team allowing employees to speak to higher management at any time should they have any work-related issues.

### Measurement of Outcome

Outcomes will be measured with annual external audits conducted with senior management.

Every employee has regular work contract and is remunerated, on the basis of his/her skills. All employees are provided with a healthy and safe work environment.

In line with government requirements Braemac has set up a pension scheme for all employees.

Braemac Limited has not been involved in any investigations, legal cases or other relevant events related to the contravention of the Global Compact Labour principles.

In the past year Braemac Limited has not been subject to any health and safety statutory notices or prosecutions.



## Environment

### Assessment, Policy & Goals

Braemac Limited is accredited for ISO14001:2015 Environmental Management System. Our Environmental policy is available to the public on request.

We aim to reduce our business waste and energy consumption as one of our business objectives.

Braemac Limited have a RoHS Policy covering the regulatory and legislative restrictions on the use of specific substances that have been identified as being detrimental to the environment. As part of

our supply chain we clearly state on supplier orders that product must be RoHS compliant in accordance with the RoHS II EU Directive 2011/65/EU.

We conform to the **Waste Electrical and Electronic Equipment Directive (WEEE Directive)**, is the [European Community](#) Directive 2012/19/EU on [waste electrical and electronic equipment](#) (WEEE) which, together with the [RoHS Directive](#) 2002/95/EC, became [European Law](#) in February 2003. The WEEE Directive set collection, [recycling](#) and recovery targets for all types of [electrical goods](#), with a minimum rate of 4 kilograms per head of population per annum recovered for recycling by 2009. The RoHS Directive set restrictions upon European manufacturers as to the material content of new electronic equipment placed on the market.

Producer responsibility is about making sure businesses that manufacture, import and sell these products are responsible for their end of life environmental impact.

The regulations require businesses to:

- minimise waste arising from these products and promote their re-use.
- ensure the waste products are treated and meet recovery and recycling targets.

### **Waste batteries: producer responsibility**

Battery producers are responsible for minimising harmful effects of waste batteries on the environment, by:

- improving the design of new batteries – you must follow '[placing on the market](#)' rules
- paying for waste battery collection, treatment, recycling and disposal

We aim to re-use the majority of incoming packaging in our shipments to minimise any excess waste or usage of packing materials.

We have implemented changes to our “void packaging” to improve our environmental footprint.

### Implementation

We use shipping methods that ensure more product is shipped by sea freight to keep our carbon footprint as low as possible.



We continue to offer customers the option to receive their invoices by email opposed to a paper copy being sent via the postal service to reduce paper waste.

#### Measurement of Outcomes

As we are certified for ISO14001 – we have been audited by an external UKCAS company and have been re-certified.

Braemac Limited continue to use electronic marketing tools to promote our products to our customers which has reduced paper usage and waste.

We continue to recycle old and redundant electrical goods through safe and responsible recycling services.

Braemac Limited has not had any reports of environmental incidents within the last year or been subject to any statutory notices or prosecutions.

### **Anti-Corruption**

#### Assessment, Policy & Goals

Braemac Limited does not participate in any corruption, bribery or extortion and is compliant with the Bribery Act. We do not work with businesses located in corrupt countries or with organisations that are corrupt.

We will not tolerate any dishonest behaviour from our employees, customers' or suppliers.

#### Implementation

New security software has recently been installed on the company mainframe server that scans all incoming emails.

The banking company we use has implemented a new "smart card" reader to safeguard fraudulent access of the company bank accounts with issuance of cards to Braemac employees who are involved with supplier payments and the Managing Director. Access can only be completed for each employee using a unique pin number and password.

Daily reconciliation of the banking system is carried out and monthly checks completed of company credit card usage to monitor payment activity.

#### Measurement of Outcomes

Our security software has successfully quarantined emails where corruption and/or financial extortion is the sender's intention and is an invaluable tool as part of our commitment to protect the business and employees from bribery or corrupt behaviour.



During the last 12 months Braemac Limited have not been involved in any legal cases, rulings or other events related to bribery, corruption or extortion. Our CSR guidelines and Code of Conduct include our policies on anti-corruption and respond to incidents: no incidents have been reported.