

Modern Slavery and Human Trafficking Policy

Heritage Envelopes Ltd and Bestpac UK Ltd, in compliance with the Modern Slavery Act 2015 and the International Labour Organisation (ILO) core labour requirements, are dedicated to eradicating acts of modern-day slavery and human trafficking within their operations and throughout their supply chains, including subcontractors and partners.

The companies recognise their obligations under the Modern Slavery Act 2015, and the ILO core labour requirements. They are committed to fostering transparency within their organisations and with suppliers of goods and services, in alignment with these international standards. Neither company will engage with or support any business that is knowingly involved in slavery or human trafficking, as well as any violations of the ILO core labour requirements.

The directors and senior management of the companies assume responsibility for implementing this policy statement and its objectives, ensuring compliance with both the Modern Slavery Act 2015 and the ILO core labour requirements. They will allocate adequate resources, including training initiatives, to ensure that slavery, human trafficking, and any labour rights violations are not taking place within their organisations or supply chains.

To obtain a full copy of this policy and a copy of the Modern Slavery Act 2015 and the ILO core labour requirements, individuals can request them from the HR department.

This policy statement will undergo an annual review and will be made publicly available.

This Policy aligns with and supports the policies, procedures, and requirements outlined in our Integrated Management System. The implementation and operation of this management system demonstrate our unwavering commitment to this policy and the international standards set forth by the FSC and the ILO. We have established formal procedures addressing slavery, human trafficking, and labour rights violations, including disciplinary measures for any breaches.

In addition, we have implemented procedures to ensure that this policy is comprehended and communicated at all levels of the company. The directors regularly review it to ensure its ongoing suitability and relevance to our company activities, including compliance with the ILO core labour requirements.



Mark Sears

Chief Executive Officer

Reviewed and approved: 13th September 2023

Review Date Due: 13th September 2024

Occupational Health and Safety Policy

Heritage Envelopes Ltd (Incorporating Bestpac UK Ltd) will control its activities to avoid causing unnecessary or unacceptable risk to the safety and health of all employees, visitors, temporary workers and the general public.

The objects of this policy are:

- To promote standards of health, safety and welfare which complies with the requirements of The Health and Safety At Work Act 1974 and supporting statutory provisions, regulation and approved codes of practice applicable to the company's operations and activities.
- Commitment to the prevention of accidents, injury and ill health.
- To recognise the responsibility of the company for accountability and its employees in their duty to comply with all applicable health and safety legislation.
- To develop health and safety awareness and individual responsibility for health and safety matters.
- To provide all employees with the necessary resources, equipment, information, instruction, training and supervision they need to work safely.
- To maintain a healthy and safe working environment for employees with adequate facilities and arrangements for their welfare.
- Consultation and participation of employees in matters affecting health and safety in the workplace.
- Commitment to the introduction, and maintenance of, ISO45001:2018 as a system for management of health & safety matters.
- Commitment to continual improvement of the health & safety management system.
- Establish and maintain measurable objectives and targets for safety performance and regular review of these objectives.
- Ensuring that this policy is communicated to all people working under the control of the company.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered.

Overall responsibility for the Health and Safety Policy for Heritage Envelopes Ltd (Incorporating Bestpac UK Ltd) lies with the Chief Executive Officer.



Mark Sears

Chief Executive Officer

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Quality Policy

The scope of the quality management system is to manufacture and supply paper envelopes and direct food contact paper bags to customer specification. Envelopes and direct food contact paper bags can be manufactured and supplied in a wide range of size, type, style, paper and print format, to customer requirements.

It is the policy of both Heritage Envelopes Ltd and Bestpac UK Ltd to meet their obligations and responsibilities to provide customers with professional services and in producing reliable products, that are safe and legally compliant, to an agreed standard, specification, on time and in full, to an agreed price.

It is the goal of both Heritage Envelopes Ltd, and Bestpac UK Ltd, to provide a level of customer care and focus that delivers complete satisfaction in all respects.

Top management is also committed to:

- Compliance with the requirements of the quality management system.
- Continual improvement of the effectiveness of the quality management system.
- Continued registration to ISO 9001:2015 and certification in BRCGS Packaging Materials
- Ensuring that the quality policy is communicated and understood throughout the organisation.
- Ensuring that the quality policy is reviewed for continuing suitability.
- Ensuring that measurable quality objectives are established, regularly reviewed and updated.

The quality policy is reviewed for continuing suitability at least annually.



Mark Sears
Chief Executive Officer
Reviewed and approved: 13th September 2023
Review Date Due: 13th September 2024



Ethical Trading Policy

Heritage Envelopes Ltd and Bestpac UK Ltd will aim to trade ethically.

Both companies will:

- Not take advantage of lower employment or manufacturing costs in developing countries.
- Adhere to any Government recognised trading sanctions.
- Not trade with those countries which their directors believe are violators of human rights.
- Refuse to work with any client or prospective client, that they have reason to consider exploits humans, animals or the environment unfairly.

A handwritten signature in black ink, appearing to read "MS", is positioned above the name and title of the signatory.

Mark Sears
Chief Executive Officer
Reviewed and approved: 13th September 2023
Review Date Due: 13th September 2024

Energy Policy

Heritage Envelopes Ltd and Bestpac UK Ltd recognises that their use of energy and water has a direct impact on the environment and also accepts the responsibility to reduce this effect whilst making the use of energy throughout the facilities more efficient and cost effective.

Both companies are corporately committed to:

- Reducing their energy costs across all facilities.
- Increasing their energy efficiency (energy consumed per unit of floor area).
- Increase their use of renewable energy.
- Investing in clean, energy efficient technologies.
- Reducing all environmental impact arising from our consumption of energy.

Both companies are committed to ensuring that objectives and quantified targets are set which will drive both organisations forward in achieving their goals. This will be achieved through the development of a strategic action plan that will be reviewed for progress and updated each year.



Mark Sears

Chief Executive Officer

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Equality and Diversity Policy

Heritage Envelopes Ltd, and Bestpac UK Ltd are committed to the principles of equality, diversity and human rights. Their vision of driving continuous improvement across their business can only be achieved by making the most of the talents and resources of all their staff.

By recognising and valuing individuals' unique differences they will be better placed to develop understanding and confidence amongst all groups of people within Heritage Envelopes Ltd and Bestpac UK Ltd.

They will treat all individuals who operate within and outside both Heritage Envelopes Ltd and Bestpac UK Ltd with whom they associate openly, fairly, with dignity and respect.

They will provide a working environment free from any harassment, bullying, victimisation or unlawful discrimination, ensuring equality of opportunity throughout all of their processes and practices.

All members of staff, contractors, associates and business suppliers will be expected to demonstrate their commitment to these principles and are encouraged to challenge unacceptable behaviour in relation to issues of:

- Gender
- Race
- Ethnic or National Origin
- Marital Status
- Disability
- Mental Health
- Religion
- Age
- Sexual Orientation
- Or any other reason of difference

They will ensure that all their policies and procedures reflect these principals.



Mark Sears

Chief Executive Officer

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Corporate & Social Responsibility Policy

Heritage Envelopes Ltd and Bestpac UK Ltd are committed to upholding basic Human Rights both within their operations and within their supply chain.

They will ensure that all their suppliers, regardless of the kind of work they do, or the size and type of company, have sufficient policies in place to ensure that this policy is enforced and complied with.

Heritage Envelopes Ltd and Bestpac UK Ltd are committed to the following:

- They will treat all employees fairly and honestly regardless of where they work. All staff will have a written contract of employment with agreed terms and conditions. All staff are entitled to reasonable rest breaks, access to toilets, rest facilities at their place of work in accordance with current U.K. legislation.
- Heritage Envelopes Ltd and Bestpac UK Ltd and their suppliers will not engage any illegal child labour, any forced, imprisoned labour or unpaid overtime which contravenes any human rights directives.
- Heritage Envelopes Ltd and Bestpac UK Ltd will ensure that their discrimination and harassment policy are enforced and are subject to management control and review.
- Heritage Envelopes Ltd and Bestpac UK Ltd will ensure that effective health and safety policies are in place, which ensures compliance with any national, international or European Health and Safety Directives within Heritage Envelopes Ltd and Bestpac UK Ltd and throughout their supply chain. This will ensure so far as is reasonably practicable the health, safety and welfare of all employees and visitors alike.
- All Heritage Envelopes Ltd and Bestpac UK Ltd employees are provided with appropriate job skills training and supervision.
- All Heritage Envelopes Ltd and Bestpac UK Ltd employees are paid a fair wage reflecting the local markets and conditions. Heritage Envelopes Ltd and Bestpac UK Ltd always meet or better the national minimum wage. Wage reviews are conducted annually to ensure that we continue to pay a fair wage and ensure compliance with national minimum wage requirements.
- Working hours will not be excessive and will comply with national and European directives. Throughout Heritage Envelopes Ltd and Bestpac UK Ltd operations they will monitor the working hours to ensure compliance with the Working Time Regulations and with any industry guidelines where they exist.
- Heritage Envelopes Ltd and Bestpac UK Ltd will not engage in any form of bribery, corruption or collusion activity under any circumstances with customers, suppliers or our competitors. They will monitor their supply chain, conduct assessments and audits as deemed necessary to ensure their policies are complied with.
- Heritage Envelopes Ltd and Bestpac UK Ltd will investigate any allegations or infringements of this policy and any Human Rights issues and will take appropriate action as necessary.



Mark Sears

Chief Executive Officer

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Freedom of Association and Right to Collective Bargaining

At Heritage Envelopes & Bestpac UK Limited , we are committed to upholding the principles of freedom of association and the right to collective bargaining for all individuals and groups associated with our organisation . We recognise the importance of these fundamental rights and are dedicated to ensuring they are respected and protected in all our activities.

Policy Statement:

Heritage Envelopes & Bestpac UK Limited respects and upholds the right of all employees, contractors, partners, and stakeholders to freely associate, join, or form associations, unions, or other collective organisations of their choice, as recognised by international labour standards and applicable laws. Heritage Envelopes & Bestpac UK Limited will not interfere with, obstruct, or discriminate against individuals or groups exercising their right to freedom of association.

We encourage open communication and engagement between employees, stakeholders, and management, fostering an environment that supports collaboration and the expression of different viewpoints.

Heritage Envelopes & Bestpac UK Limited recognises the right to collective bargaining as a means for employees, contractors, or their representatives to negotiate and protect their interests. We will engage in good faith negotiations and discussions with duly elected or chosen representatives.

We commit to providing a conducive environment for collective bargaining, where all parties have the opportunity to express their concerns, negotiate terms and conditions, and reach mutually acceptable agreements.

Heritage Envelopes & Bestpac UK Limited will ensure that this policy is widely communicated and accessible to all employees, contractors, partners, and stakeholders.

We will provide training and awareness programs to ensure that all individuals associated with our organisation understand their rights and responsibilities concerning freedom of association and the right to collective bargaining.

Any violations or complaints related to this policy will be promptly investigated, and appropriate corrective actions will be taken.

Heritage Envelopes & Bestpac UK Limited is committed to reviewing and updating our external stakeholder documentation to explicitly include statements regarding our support for freedom of association and the right to collective bargaining. We will ensure that these principles are articulated and emphasized in all relevant documents.

At Heritage Envelopes & Bestpac UK Limited , we firmly believe that respecting freedom of association and the right to collective bargaining is not just a legal obligation but a moral imperative. We are dedicated to maintaining a workplace and external relationships that uphold these principles, fostering a culture of fairness, collaboration, and respect for the rights of all our stakeholders.

This policy reflects our commitment to these fundamental human rights and serves as a guideline for all our actions and interactions within and outside the organisation .



Mark Sears
Chief Executive Officer

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