



## **Corporate Social Responsibility Policy**

*Cocoon Collection Limited recognises the importance of being a good corporate citizen, with social responsibilities to employees, clients, suppliers and stakeholders. We have, since our inception in 2006, aimed to achieve growth and success as a business through the growth and success of the individuals involved in the business.*

### Stakeholders

*While the company is accountable to investors, it considers the interest of all its stakeholders including our employees, customers, suppliers, the local community and the environment.*

*The company's reputation is an important asset and we recognise that excellent standards of integrity, transparency, ethics and fairness is of vital importance to continuing to build the company's reputation in the future.*

### Our People

*Our people are our greatest asset and we support all staff, whether full or part time, permanent or temporary, in furthering their careers within the organisation, by providing training and mentoring to encourage personal development within the company.*

*Our values are teamwork, trust, integrity, understanding and flexibility alongside high standards of health and safety. We recognise the benefits and the duty we have in providing our people with safe and healthy working conditions, both physically and mentally.*

*We offer all staff flexible working, aiming to encourage those with family or other external commitments to be able to further their careers with the company without having to compromise their home lives.*

*The company:*

- Provides clear and fair terms of employment for its employees in accordance with local law or practice and will be given appropriate training*
- Provides clean, healthy and safe working conditions*
- Has a fair remuneration policy for all employees, which always exceeds the National Minimum Wage*
- Provides for equal opportunities for all current and potential employees*
- Actively encourages employees to develop skills and progress in their careers*
- Does not employ underage staff, or forced or bonded labour*



- *Has a zero-tolerance approach to any discrimination, bullying or harassment*
- *Promotes a work life balance through flexible working hours which are available for all our people, whether on a short or long-term basis*
- *Working hours are not excessive and comply with industry guidelines and national standards where they exist. Any additional hours outside contracted hours are optional for all staff and not compulsory*
- *We respect the rights of our employees to choose whether or not to join a trade union without influence or interference from management.*

#### Environment

*The company strives to minimise our impact on the environment in a number of ways:*

- *Employees are encouraged to reuse packaging materials wherever possible*
- *All cardboard and paper waste which cannot be reused is recycled through our waste disposal partner. Employees are instructed on the importance of recycling all cardboard and paper wherever possible.*
- *All waste printer and toner cartridges are recycled through the suppliers and employees are instructed on the process of returning waste cartridges to the suppliers for this purpose*
- *Batteries and electrical items are recycled through the local council facilities*

#### Local Community

*As a business dealing in edible products, we have links with local food banks and regularly donate food items close to their best before date.*

*We support the British Heart Foundation as our charity, and encourage our employees in their personal charitable efforts by sponsoring or donating as the occasions arise.*

#### Customers

*The company:*

- *Aims to be honest and fair in our relationships with our customers*
- *Provides the standards of product and service that have been agreed*
- *Takes all reasonable steps to ensure the safety and quality of products or services that it supplies*

#### Suppliers

*The company:*

- *Seeks to be honest and fair in our relationships with suppliers and subcontractors*
- *Pays suppliers and subcontractors in accordance with agreed terms*



- *Has a policy not to offer, pay or accept bribes or substantial favours*
- *Encourages suppliers and subcontractors to abide by the same standards and principles.*

*Investors*

*The company:*

- *Is financially accountable to its investors*
- *Communicates to investors all matters that are material to an understanding of the future prospects of the company*
- *Aims to protect investors funds, manage risks and ensure funds are used as agreed*

*This policy will be reviewed annually to ensure effective implementation and future improvement.*

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*Issued by: Amanda McManus*

*Position: Director*