

Corporate Social Responsibility (CSR) Policy

At Matsuura Machinery Ltd., we are committed to acting responsibly in all aspects of our business. We recognise our responsibility to the environment, health and safety, our community and the well-being of our employees. Our Corporate Social Responsibility (CSR) initiatives focus on four key areas: Environmental Responsibility, Employee Well-being, Health & Safety and the Community.

1. Environmental Responsibility

We believe in minimising our environmental impact and actively contributing to a sustainable future. As part of our ongoing commitment to environmental responsibility, we have implemented the following initiatives:

- **ISO 14001 Accreditation:** Matsuura Machinery Ltd. adheres to the ISO 14001 environmental management standards, ensuring our environmental practices are effective and continuously improving.
- **Recycling Scheme:** We have established a comprehensive recycling system to separate and properly dispose of waste materials across all departments, ensuring that only a small percentage of our waste goes to landfill. In addition, our 'Spares' department uses sustainable packaging materials for shipping goods, further reducing our environmental footprint.
- **Air Conditioning System:** Our main facility is equipped with an advanced evaporative cooling system, reducing energy consumption and minimising our carbon footprint while providing a comfortable working environment.
- **Electric Vehicle (EV) Charging:** We have installed EV charging stations with capacity for 18 vehicles, supporting eco-friendly transportation for both employees and visitors. We also encourage company car drivers to choose electric or hybrid vehicles where practical, promoting sustainable commuting options.
- **Solar Power:** Our building is fitted with photovoltaic (PV) solar panels, generating 200KW of power, reducing our reliance on non-renewable energy and contributing to a greener future.
- **Lighting:** We have implemented energy-efficient LED lighting throughout the building and passive infrared (PIR) lighting in certain areas, helping to reduce energy consumption by automatically adjusting lighting based on occupancy.
- **Water Management:** We have installed a water management system in the toilets to conserve water and further enhance our sustainability efforts.

2. Employee-Focused Initiatives

At Matsuura Machinery Ltd., we value our employees and are committed to fostering a supportive, inclusive, and rewarding work environment. Our employee-focused initiatives are designed to support the well-being of our staff both inside and outside of the workplace.

- **Employee Assistance Programme (EAP):** Our EAP is available to all employees and provides access to mental health support, remote access to GPs, life and well-being services, and financial advice. This program helps our staff manage personal and professional challenges more effectively.
- **Medical Cash Plan:** We offer a medical cash plan that allows all employees to claim an annual cash amount toward essential healthcare services, including dental, optical, and physiotherapy treatments.
- **Life Insurance and Critical Illness Cover:** To provide peace of mind for our employees and their families, we offer life insurance and critical illness cover as part of our benefits package.
- **Discount Platform:** All employees have access to a discount platform, offering savings on a wide range of products and services, from shopping to travel.
- **Private Healthcare and Pension Scheme:** We provide private healthcare options and a comprehensive pension scheme to ensure our employees are well cared for, both in their health and their financial security.
- **Outstanding Workplace Culture:** In 2024, Matsuura Machinery Ltd. was awarded 'Outstanding Workplace Culture' by Worldline Training, following an assessment involving our employees. 70 out of 77 people participated, with more than 70% of employees positively appraising company leadership and values. This reflects our ongoing efforts to create a positive and inclusive working environment.
- **Diversity, Inclusion, and Respect.** We actively promote a diverse and inclusive working environment, where bullying, harassment, or discrimination of any type is not tolerated. Comprehensive training and policies are in place to support this commitment, ensuring a safe and respectful workplace for all.

3. Health & Safety

Matsuura Machinery Ltd. is fully committed to providing a safe and healthy working environment for all employees and anyone who may be affected by our operations. This commitment is supported through robust health and safety management practices.

- **ISO 45001 Accreditation:** We maintain an ISO 45001:2018 certified Health and Safety Management System, ensuring our workplace safety procedures are aligned with international standards for occupational health and safety.
- **SafeContractor Certification:** Matsuura Machinery Ltd. holds the SafeContractor certification, a recognised standard that further demonstrates our commitment to achieving high standards of health and safety.
- **Employee Equipment:** Employees are equipped with the necessary tools and resources to effectively fulfil their roles. All equipment is routinely inspected and maintained to ensure it remains safe, efficient, and suitable for the tasks at hand.
- **In-House Health & Safety Department:** Our dedicated health and safety department oversees all safety measures, conducts regular audits, and ensures compliance with regulations to prevent accidents and protect employees.
- **Health & Safety Audits and Training:** Regular health and safety audits, along with ongoing training programs, ensure our employees are well-informed and equipped to operate safely in all environments.

4. Involvement in the Community

Matsuura Machinery Ltd. is committed to making a positive impact within the local community. We actively support grassroots initiatives, including the sponsorship of a local football team, fostering team spirit and youth development. In addition, we make annual charitable donations to support various causes, reinforcing our dedication to social responsibility and community well-being. To further encourage community involvement, employees are granted two days of paid leave per year to volunteer or support charitable work.

This policy is reviewed periodically at our management review meetings to incorporate any changes to our business activities.

Name (print) David Chapman

Signature



Position Finance Director

Date 21/11/2024