

SDM Holdings Ltd
Corporate Social Responsibility
Statement

CORPORATE SOCIAL RESPONSIBILITY

SDM HOLDINGS LTD

A Forwarding Statement by the Managing Director, Marc Chauveau

At SDM Holdings we believe whole-heartedly in our responsibility as a company to act in a manner that is in the best interests of, not only our organisation but also our employees, and furthermore that we act in a socially responsible way towards the wider community in which we do business. It is a world in which we all share a space.

We consider our Corporate Social Responsibility falls under three key areas. These are Environmental Responsibility, Social and Ethical Responsibility and Diversity and Equality. In taking our belief in being a socially responsible corporate citizen we are constantly working on and improving the way we do business with these three key areas in mind.

We make sure all of our interested parties are aware of our commitments and policies in these areas and our expectation that they share these values and commitments and to conduct themselves in way that adheres to these values if we are to engage with them.

We are proud to be ISO 14001: 2015 registered, making us accountable for trying to continually reduce our environmental impact. For instance, in looking at the day to day operations of our business in light of being a logistics company, the first obvious port of call is our vehicles and the impact that they have on the environment. To this end we recently (2018) replaced our fleet in full with brand new fuel efficient (Euro 6) vehicles, these are also fully trackable for fuel and driver environmental efficiency via our installed NavMan technology.

In addition to the above efforts we have entirely phased out company cars which will hopefully encourage people not to drive to work.

We know our staff have a significant impact on the community that we live and work in and here at SDM Holdings we make it our business to support charitable organisations wherever we can, such as an allowance of FOC or discounted services for charitable organisations such as Bike Night, the Homelessness Charity whom we sponsor fully for their annual event. Internally we have thriving charity support community amongst our staff, supporting and sponsoring causes such as McMillan Nurses, Cancer Research UK and Battersea Dogs & Cats Home by hosting bake sales, taking part in "Muddy Runs", sleep outs, charity walks amongst other things!

We see SDM Holdings as a family and we want to make sure that all our staff are safe and healthy, we want them to strive to achieve great things both personally and professionally. We ensure that the safety of our staff and any one who comes into contact with our business is a top priority, whether it be working in or visiting our storage facilities or offices, how our vehicles (and therefor our drivers) operate on the road, we have robust OH&S policies and provide a high level of repeated training on OH&S, First Aid and fire safety.



We act responsibly on behalf of our staff by utilising training programmes that equip them for a long working life in our organisation and for if they choose to move on.

We believe there is strength in diversity and equality; and, as a business we do all we can to make sure we encourage this ethos in all we do, through policy enforcement, training and business culture. We fully expect all staff and interested parties to have an inclusive mindset when it comes to ethnicity and social and sexual equality the same right the way through our supply chain.

As MD of the organisation, I expect everyone at SDM Holdings, and those connected to it, to share a sense of responsibility in their everyday actions, thinking about how they affect others and how they represent our organisation.

- Marc Chauveau

Social and Ethical Responsibility

At SDM Holdings as we recognise our responsibilities as employers to provide a healthy and safe work place we have developed a comprehensive Health and Safety programme and are committed and backed up with a ISO 9001: 2015 (Quality) and 22301: 2012 (Business Continuity) certifications and management systems and procedures that help us achieve these aims.

Our OH&S policy statement sets out our commitment that:

- All workplace accidents are preventable, and
- Health and safety is integral to the way we approach our job

Our Health and Safety Management System and Occupational Health and Safety Policy describes how we turn this vision into reality by defining responsibilities at each organisational level and by giving clear direction on how to manage workplace risks through effective processes and procedures.

To underpin the system, we:

- set specific objectives, targets and programmes
- make adequate resources available to meet policy objectives
- provide suitable training to ensure staff are competent
- consult employees and others about proposed changes
- measure and monitor to check performance
- take appropriate action to ensure compliance
- review and update to continuously improve the overall system.

To maintain these high expectations, we rely on the dedication of our employees and to carry out their duties in a competent and diligent manner and empower them to immediately correct unsafe conditions and to stop or report unsafe behaviour.

The protection of employees and others who may be affected by our operation is a top priority when undertaking our daily tasks and forms an indispensable part of our business culture.

We are also committed to assisting in the eradication of slavery in all its forms and fully support and implement the requirements of the Modern Slavery Act 2015. SDM Holdings has a full and comprehensive Slavery and Human Trafficking Statement.

We are committed to working with our suppliers to ensure that our suppliers to adopt similar principles. This applies to all direct suppliers, as well as their sub-contractors, to observe best practice in the following areas: general employment practices, occupational health and safety, the employment of appropriate workers, worker insurance, working environment, respect for the individual worker; equal opportunities and freedom of association.

Diversity and Equal Opportunities Commitment

We are committed to Equal Opportunities for all, irrespective of colour, race, religious belief, ethnic or national origins, gender, marital status, sexuality, disability or age. Our Equal Opportunities Policy states: SDM Holdings values the diversity of all individuals and seeks to ensure that the diversity in our society is reflected in our workforce. We have a full and comprehensive Equality and Diversity Policy.

We believe that workforce diversity adds value to our business. We aspire to be a business in which the diversity of individuals is fully respected, celebrated and encouraged and to ensure that equality and diversity permeates throughout the whole organisation and all that we do and we are committed to the promotion of equality of opportunity and diversity.

As our Equality and Diversity policy states, Secure Data Management Limited (the 'Company') recognises the importance of Equality and Diversity and is committed to operating its business responsibly and in fulfilment of its compliance obligations relating to the storage, retrieval and management of documentation and customers' products. It is the Organisation's declared policy to operate with and to maintain good relations with all regulatory bodies.

SDM Holdings is always striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

Action and Review

We will ensure that appropriate action is taken against anyone who does not act in accordance with this policy. The policy will be overseen by the MD and our HR advisor and will be reviewed by them on a regular basis.

Complaints or Grievances

Anyone who feels they or anyone around them has not been treated in accordance with these commitments and their associated policies policy may make a formal complaint under the Complaints Procedure. Employees may make a complaint in line with the organisations Grievance Procedure as detailed in the employee handbook. .

Comments and Improvements

We welcome feedback from any and all interested parties in regards to public policy matters as we are always looking of ways to improve. We constantly seek to improve by learning from our experiences and modify our approach and Management Systems to mitigate risk.