



Corporate Social Responsibility Policy

Date of issue	1 st December 2022
Version	V2

Corporate Social Responsibility Policy

Introduction

Motion Control Products' Corporate Social Responsibility (CSR) company policy refers to its responsibility and how the company maintains its relationship with the environment. Motion Control Products existence is not lonely. It is part of a bigger system of people, other organisations and nature. The social responsibility of a business is to give back to the world just as it gives to us.

Scope

This policy applies to Motion Control Products and its relationship with its employees. It may also refer to suppliers and partners that the company is associated with or have a working business relationship.

Motion Control Products want to be a responsible business that meets the highest standards of ethics and professionalism.

Compliance

Motion Control Products will:

- Respect the law;
- Honour its internal policies;
- Ensure that all its business operations are legitimate; and
- Keep every partnership /collaboration open and transparent.

Business Ethics

Motion Control Products will always conduct business with integrity and respect to human rights.

The Company will promote:

- Safety and fair dealing; within itself and those it works with;
- Respect toward the consumer;
- Respect to those it works with; and
- Anti-bribery and anti-corruption practices

Examples of Corporate Social Responsibility

Motion Control Products social responsibility falls under two categories: compliance and proactiveness. Compliance refers to Motion Control Products commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment. Motion Control Products hold additional policies in relation to Environmental, Human Rights, Modern Slavery, and Equality & Diversity which are available on request.

Protecting The Environment

Motion Control Products recognises the need to protect the natural environment. Keeping the environment clean and unpolluted is a benefit to all.

Motion Control Products will always follow best practices when disposing of rubbish and using chemical substances. The company will recycle packaging where possible and advise suppliers when packaging is excessive for the items received whilst maintaining safe transportation for the delicate items we ship.

Protecting People

Motion Control Products will ensure that the company:

- Does not risk the health and safety of its employees alongside the community.
- Support diversity and inclusion.

Corporate Social Responsibility Policy

- Never knowingly work with a company or contractor that the company believes to be complicit or non-compliant in the care of its employees or customers
- Encourage environmental and greener thinking amongst the company's employees, suppliers and contractors.

Employee Engagement

All of Motion Control Products employees are kept up to date with activities within the business and the company will maintain this moving forwards. Employee engagement is at the forefront of our decision making and employees at Motion Control Products are encouraged to express their ideas and thoughts to make the business better and drive our corporate responsibility forwards.

Human Rights

Motion Control Products is dedicated to protecting human rights. The company is committed as an equal opportunity employer and will abide by all fair labour practices. Motion Control Products will ensure that its activities do not directly or indirectly violate human rights in any country (e.g. Forced labour/slavery). Checks will be maintained as much as possible within our supply chain to ensure that those we work with are aligned with Motion Control Products dedication to protecting human rights and any outside of this approach will not be utilised.

Donations and Aid

Motion Control Products may preserve a budget to make financial donations. These donations will aim to:

- Advance the arts, education, and community events.
- Alleviate those in need.
- Assist in community projects and charitable events/sponsorships
- Sponsor local teams or events

Volunteering

Motion Control Products will encourage its employees to volunteer. They can volunteer through events organised internally or externally. Motion Control Products may sponsor volunteering events from other organisations.

Preserving The Environment

Apart from legal obligations, Motion Control Products will proactively protect the environment and constantly work to improve environmental processes on site as well as those within our supplychain. Examples of relevant activities include:

- Recycling where possible
- Conserving energy and utilising the most modern and energy efficient technology
- Review our own packaging regularly and those of our suppliers
- Check environmental policies of suppliers and contractors
- Ensure all REACH, RoHS and CoSHH records are up to date

Digital Transformation and Software

Motion Control Products are committed to ensuring the use of modern and up to date tools and systems to enable us to make strong decisions and continue to be an innovative brand. Through the use of software packages and digital tools Motion Control Products can manage, track and report on the company's set goals and activities in real time

Rapid Response

Motion Control Products' reputation within the industry is one of professionalism, swift action and communication. We aim to respond to all enquiries and complaints within 24 hours (outside of UK bank holidays and festive period). Through the use of business management systems, Motion

Corporate Social Responsibility Policy

Control Products aim to be proactive in its approach to areas of potential concern and aim to address any potential threats to the business beforehand.

Supply Chain Accountability

Motion Control Products will work with their suppliers to ensure, as much as possible, that our requirements with regards to policies and procedures are maintained throughout the supply chain. All suppliers, new and old, are now subject to assessment and tier ratings and should provide transparency on all aspects within our relationship.

Suppliers should be accountable for their own Corporate Social Responsibility programmes and are encouraged to share these with Motion Control Products. We expect any supplier we work with to ensure their employees are safe, aware of processes as well as maintaining health and safety across their business, abiding by current legislation and prioritising environmental concerns.

Motion Control Products maintain transparency with those we work.

Supporting The Community

Motion Control Products may initiate and support community investment and educational programs participating in educational open days, open events on site, discounted use of The Studio and sharing information where applicable to aid in dissertations and studies

Learning

We will actively invest in Research and Development where possible. We will be open to suggestions and listen carefully to ideas given by employees, contractors used and customers as well as ensuring all employees are trained adequately through supplier training, encouraged learning and development programmes. Motion Control Products will try to continuously improve the way it operates and supports its employees in their learning journey.

Implementation, monitoring and review of this policy

This policy will take effect from 1st January 2023. The Managing Director has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation and may be changed from time to time.