

MORRIS



Corporate Social Responsibility Policy Statement 2015/16

GOOD CORPORATE CITIZENS

As a private, fifth generation family business, we believe our social responsibility policy and strategy plays a vital role in the success of our company. Proud of our 146 year heritage, commercial success and the welfare of the 680 colleagues who make up the business today, our family values run deep throughout our trading operations spanning Property, Care and Site Machinery.

The Morris & Company Board of Directors supports the principles set out in this policy driving financial and reputational value through meeting social and environmental expectations. The policy provides guidelines and standards which set a common approach and practical guidance for each of our operations to bring to life, with particular relevance to its trading sector.

Collectively, by aligning our overarching business values and strategy with the needs of our employees, customers and the communities we serve, we strive to be the most socially responsible and ethically considerate organisation we can be.

OUR VALUES

As expressed through engagement with our staff:

QUALITY
RESPECT
COMMUNITY-CENTERED
TRUST **INNOVATION**
FAMILY

We fully recognise our responsibility to continually improve the economic, social and environmental impact in the way we do business - an ambition reflected in our company-wide philosophy:

Morris & Company: Excellence as Standard

“Our philosophy brings to life our commonly held values and sums up our aim to deliver the highest possible quality of product or service through dedication to excellence in every aspect of everything we do.”

Robin Morris
Chairman of Morris & Company

Our principles and values are embedded within our efforts to deal responsibly and fairly in the workplace, within the local communities and the environment at large. We are committed to improving our operations and performance to minimise any negative impact and maximise the positive effects. We endeavour to conduct our business with honesty, integrity and openness, respecting human rights with the interests of our employees, customers and wider society at heart.

The policy's integrated approach exists in synergy with our existing Environmental policies for Care, Site Machinery and Property in addition to other current policies including those covering Agency Workers; Alcohol and Substance Misuse; Anti-bribery and Corruption; Anti-Harassment; Complaints/Grievances; Confidentiality; Driving; Electronic Communications; Employing Volunteers; Equal Opportunities and Diversity; Flexible Working; Health & Safety; Recruitment; Training and Smoke Free.

PEOPLE

Our aim is to create a workplace in which there is mutual trust and respect and where everyone has a sense of responsibility for the performance and reputation of our company. We believe good two way communication with our colleagues is integral to our business success and to job satisfaction alike. A business where we benchmark key suppliers and customers are appropriately and professionally managed and connected with us.

Our variety of policies are designed to safeguard and protect our staff and promote professionalism and provide assurance for suppliers and customers alike.

DELIVERABLES FOR 2015/16

- Greater inclusiveness with staff evidenced through a wide variety of direct and indirect communications, ideas sharing and bespoke events
- Reduction of risk to staff through careful measurement, inter-company sharing and learning from incident or accident reporting
- Completing and benefiting from the Safe Driving Risk Assessment and Learning programme for all those driving on company business
- Increased management training and development training across our operations to underpin commercial and people management excellence
- Roll out of 360 degree feedback for all senior management in addition to annual staff appraisals. Forms to include measurement of each individual's contribution to the People, Participation and Planet CSR Policy
- Best practice supplier relationships evidenced through good briefing processes and timely ordering and invoice settlement

BENEFITS

Motivated staff with good working conditions and practices, reduced accidents and a demonstrable contribution to staff retention.



PARTICIPATION

Our participation reflects our colleagues social responsibility opinions and aspirations and the communities we serve in a number of different ways including expertise and employee time given free of charge and covered by the business; as well as through financial support and donations for charitable causes which we all believe meet and match our values.

Each year specifics are agreed in the areas of social events, community and charitable giving and this year we will establish of a companywide CSR Action Group to comprise 6-8 members from all operations, levels, and sites across the company to steer and evolve our social responsibility programme. Its mission will be to grow its positive impact and it will meet three times a year to discuss and evaluate progress.

DELIVERABLES FOR 2015/16

Setting up the CSR Action Group to develop a detailed mandate to include:

- The establishment of a Morris Stepping Stone Project to nurture and provide training and employment opportunities to two individuals needing support to get into, or back into, work
- A defined employee community participation and support plan with 200 hours of dedicated employee time made available across the business to fulfil aims
- Expertise provided to at least three companies or charities within local communities served
- A defined annual budget to be apportioned and donated to relevant local charitable causes

BENEFITS

An holistic plan of activity empowering and motivating staff, enhancing company profile and reputation as a socially aware and active organisation 'living its values'. Improved staff engagement and satisfaction. Assistance in evidencing responsibility for tendering opportunities and in helping attract and recruit staff.

PLANET

We pledge to constantly improve the management of our environmental impact. We will work with our partners to promote environmental care and increase our understanding of environmental issues pertinent to our business.

Each of our operations has developed effective environmental management systems which comply with all applicable environmental law and regulations and are relevant to their business fields. These will evolve to embrace new corporate goals each year.

DELIVERABLES FOR 2015/16

- A company-wide energy audit with a view to reducing consumption by 10%
- Proactive local sourcing of goods and services wherever feasible and commercially viable
- Development and provision of a Green Supplier List utilising The Carbon trust Green Business Directory
- Review of the company's stationery and printing provision to create a more cost and environment-friendly capability
- Guidance to modify colleague driving habits to reduce petrol/diesel consumption
- An improved recycling programme and company-wide promotion of the waste hierarchy
- Environmental initiatives to reduce costs to the business whilst supporting eco-friendly ambitions



BENEFITS

Defined targets to achieve to deliver cost savings to the business and enhanced reputational value.



COMPLIANCE

Compliance with this policy is continuously monitored and is subject to review and scrutiny by the Morris & Company Board annually. We measure the impact of our policy on agreed criteria of customer satisfaction and loyalty; employees improved skills, satisfaction and reduction in staff turnover, as well as environmental and sustainability targets as stipulated each year within this policy. This policy seeks continuous improvement and compliance with legislation with proper regard to the protection of people, premises, property and the environment.



What we do matters