



## **Statement of Intent**

MIDFIX is committed to making a positive contribution to society, by acting in a socially responsible and environmentally sustainable way. This policy sets out key areas in which attention can be focused to achieve this aim.

We're committed to developing MIDFIX as a long-term sustainable business by delivering value to all our stakeholders: our customers, workforce, suppliers and the wider community. In order for MIDFIX to be trusted by our stakeholders, all staff must take responsibility for acting with honesty, integrity, professionalism, openness and in compliance with this policy and the law.

It should be noted that this policy touches upon many issues that are detailed in other specific MIDFIX policies i.e. Health & Safety, Anti-Corruption & Bribery, Whistle-blowing, Bullying & Harassment, also our Environmental Statement – this document should therefore be read in conjunction with these.

## **Definition**

### **1. Responsibilities to the Wider Community**

#### **1.1. Charity Fund-raising**

Making significant charitable donations is a key business aim for MIDFIX.

Annually staff members are invited to nominate and vote for a charity that is meaningful to them. The top nominees are selected to receive a donation in the coming year. Sums are also kept in reserve to help with humanitarian relief efforts when needed in response to world crises.

Donations for these and other charities are generated in the following ways:

- Lump sums determined by gross profit levels;
- Involvement in national charity events where these have been proposed by a member of staff i.e. MacMillan Coffee Morning;
- Individual sponsorship for involvement in challenges;
- Collection boxes in staff areas

#### **1.2. Education Liaison**

MIDFIX has a role to play in supporting the development of local young talent. Working with local education providers we assist young people with choosing their future careers, being an advocate for our industry. To this end the Company:

- Has provided a technical apprenticeship for a local school leaver;
- On a voluntary basis Adrian Fowler, our Managing Director, fulfils the role of Human Resources Director for a group of schools.



## **2. Responsibilities to our Workforce**

### **2.1. Equal Opportunities**

MIDFIX is committed to developing a positive organisational culture, which applies equality and diversity principles in all aspects of its business, including when planning future changes to the business.

MIDFIX will provide equal opportunities in employment and will avoid unlawful discrimination in employment (and with the selection of suppliers and its provision of products and services to customers). MIDFIX maintains a diverse workforce, recognising the business benefits from employing people of any gender, of all ages, from different cultural backgrounds, with varying beliefs and both physical and mental disabilities.

Equality training is provided to all staff during induction; with ongoing guidance and coaching particularly for those with key responsibilities i.e. for recruitment.

All staffing vacancies are advertised both internally and externally, with all adverts making it clear that MIDFIX is an equal opportunities employer.

### **2.2. Personal Development**

The policy of the Company is to maximise the job satisfaction and performance levels of all staff through the provision of appropriate feedback, training, coaching and mentoring. Training needs are typically identified in our regular 1:1 meetings, including those linked to longer-term career aspirations.

### **2.3. Harassment**

MIDFIX will take any allegations of harassment very seriously and has procedures in place to enable staff to raise complaints. Staff (both the alleged victim and alleged harasser) will be treated in a sensitive manner; allegations will be fully investigated and appropriate action taken where necessary.

### **2.4. Professional Business Relationships**

Staff in a subordinate/managerial relationship are not to exchange favours or gifts which would appear to give rise to some obligation.

In situations where two staff in a subordinate/managerial reporting line are related or are involved in a personal relationship, the managers manager must ensure that all decisions on promotions, privileges, benefits, remuneration, disciplinary matters and grievances for the subordinate employee are conducted by an appropriate managerial colleague. This is to avoid any allegations of unfair or preferential treatment.