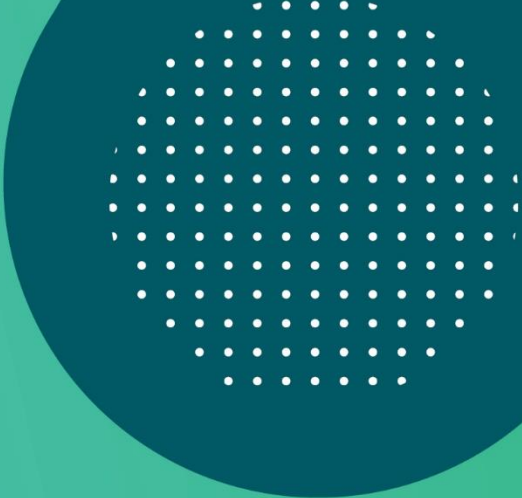


NCS Corporate Responsibility Policy



NCS Group Corporate Responsibility Policy

NCS Office Holdings Limited (NCS) recognises the impact our business has in the wider world as well as its corporate and social responsibilities to customers, suppliers, employees and the local community. As such we are committed to conducting business in a manner which achieves sustainable growth whilst fulfilling legal, moral and environmental obligations.

We aim to make a positive impact by achieving our business objectives in a caring and responsible manner recognising the economic, social and environmental impacts of our activities.

Business Principles and Code of Ethics

NCS are committed to ensuring that our business is conducted according to the highest ethical and professional standards, taking into account legislation and best practices in all aspects of our operations.

For further information see the [NCS Ethics Policy](#).



Environment

NCS aim to minimise the environmental impact of our activities through the prevention of pollution, minimizing waste, and good environmental management practices. We are committed to conducting our activities and operations in line with current legislation and best environmental practice seeking continual improvement and innovation within all group businesses and activities.

For further information see the [NCS Environmental/Health & Safety Policy](#).

NCS Group Corporate Responsibility Policy

Health and Safety

We are committed to high standards of health and safety, recognising our duty and the benefits of providing safe working conditions to our employees. We aim to achieve continuous improvement in health & safety performance through the use of robust, and where applicable, externally audited health and safety management systems.

For further information see the [NCS Health & Safety/Environmental Policy](#).

Suppliers

We select our suppliers and business partners carefully to ensure that they aspire to the same high ethical and professional business standards as we do. NCS is committed to working in partnership with its suppliers to understand where products are sourced and ensure that the principals of ethical and environmental sustainability are at the forefront of product development and selection. Through our supplier management programs we aim to regularly vet suppliers to assess compliance with pre-defined health and safety, environmental & quality requirements to ensure we provide the highest quality of products and services to our customers.



Customers

NCS are a customer centric company dedicated to providing high levels of customer service and added value in the solutions we provide. We are committed to continuous improvement through investment in our people and development of our product portfolio to better meet the needs of our customers.

We also help our customers leverage the power of the technologies we provide

NCS Group Corporate Responsibility Policy

to reduce their carbon footprint, create less waste and otherwise contribute to a more sustainable environment. This approach allows customers to concentrate on their core business safe in the knowledge that their office technology solutions are assisting in achieving a more sustainable business.

Community

We endeavor to contribute to the communities in which we operate through the support of community initiatives and local charities.

We are committed to being an active and supportive member of the community and we strive to ensure that our investment has a sustainable benefit.



Our approach to community investment is to support charitable organisations and youth projects, not only through funding, but also with the experience and expertise of our employees.

We encourage our businesses to establish projects and partnerships around youth sports and and social welfare.

NCS Group Corporate Responsibility Policy

Employees

Our people are at the heart of everything we do, so we recognise that providing a fair, safe and talent nurturing working environment is key to our business success.

We are committed to providing fair and equitable treatment of all our employees and specifically to prohibit discrimination on the grounds of race, religion, sexual orientation, nationality, or ethnic origin. We actively promote equal opportunities to all existing and prospective employees recognising that our reputation is dependant on the quality, effectiveness, and skill base of our employees.

For further information, see the [NCS Equal Opportunities Policy](#).



The Group Managing Director has lead responsibility for policy implementation within the Group and this policy is signed by the MD to demonstrate the Board's commitment.

A handwritten signature in black ink, consisting of several overlapping loops and lines, positioned above the name of the signatory.

NCS Group Managing Director