

Policy Statements

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MPH GROUP OF COMPANIES MISSION STATEMENT

Media Powerhouse Ltd is totally committed to providing product and services of the highest quality in a prompt and efficient manner to clients.

In order to achieve these objectives the companies have made a major investment in the latest state of the art equipment, which is fully maintained to current ruling standards.

Factory procedure requires full product traceability that is initiated at the earliest possible stage of the purchasing procedure. This enables full control of all stock and components during their processing, testing and final dispatch to the client.

All staff are trained to the highest possible standards and are fully cognisant with the manufacturing procedures and quality standards required.

All job files where appropriate contain certificates and stock delivery details in order that full traceability may be maintained on each component utilized in the production of each item on every order.

CORPORATE SOCIAL RESPONSIBILITY POLICY

At Media Powerhouse Ltd we recognise that management of broader corporate responsibilities is a vital part in the life of a successful business. In respect of the environment, this means that we should take full account of the impacts we have in the management of our operations and in the execution of our business.

It also means that we should be alive to the challenges posed to ourselves and to society by the environment. A wider view of Corporate Social Responsibility demands that we look further to an examination of the relationships we have within the communities in which we operate. Below are our commitments:

Core Values

At Media Powerhouse Limited we adhere to our organisation's core values in all aspects of our work and strive to continually provide: Integrity · Caring · Excellence · Teamwork

Environment

We are committed to a programme of management, continuous improvement and reporting of our direct and indirect impacts, which marks our contribution to improving the world in which we live.

Community

We strive to be good corporate citizens, recognising our responsibility to work in partnership with the communities in which we operate.

People

The Group respects and values the cultural and ethnic diversity of the people we employ. Our aim is to create a working environment that welcomes and enables our employees to reach their full potential for the benefit of the company and our customers.

Our policy of ensuring that there is no discrimination in employment on grounds of race, gender, age, disability, marital status, sexual orientation or religious belief extends to our customers and partners. We aim to ensure that high standards in the workplace are maintained and fair pay and employment conditions are provided.

HEALTH & SAFETY POLICY STATEMENT

It is the policy of Media Powerhouse to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and others who may be affected by its undertaking.

Media Powerhouse recognises its duty to comply with the requirements of the Health and Safety at Work etc Act 1974 and any regulations made under it. Media Powerhouse considers health and safety to be an integral part of the management functions of the Company. Adherence to this policy will be afforded equal priority to the other policies and business objectives of the Company.

Our policy is to comply with and where possible exceed the minimum requirements of the law, and to do this we will undertake to provide such resources as may be required to meet this commitment. Health and safety management will involve effective planning and organisation to develop and implement systems that will enable the control, maintenance and improvement of safety performance.

Employees will be fully consulted with regard to the arrangements in place regarding health and safety, and a level of commitment is required from all employees to co-operate with us on health and safety matters. Employees are required to act in a way that will not endanger either themselves or others, whether Media Powerhouse employees or not, who may be affected by their actions. Failure to comply with Health and Safety duties, rules or procedures on the part of any employee may lead to disciplinary action including dismissal in the case of serious or repeated breaches.

Media Powerhouse will, so far as is reasonably practicable,

- Provide and maintain plant and systems of work that are safe and without risks to health; that is a safe place of work and safe systems of work
- Ensure the safety and absence of risk to health in connection with the use, handling, storage or transportation of articles and substances
- Provide such information, instruction and training and supervision as may be necessary to ensure the Health and Safety at work of its employees
- Make regular risk assessments available to its employees
- Take appropriate preventative and protective measures
- Provide employees with health surveillance where necessary
- Appoint competent personnel to secure compliance with statutory duties
- Appoint only Media Powerhouse approved suppliers for all subcontracted services

The policy will be regularly monitored to ensure that it is being implemented. It will be reviewed as may be required by changing circumstances, in any case every 12 months, and revised as necessary.

QUALITY POLICY STATEMENT

The hallmark of Media Powerhouse Ltd shall be quality.

All of our commitments, actions and products must be recognized as an expression of quality.

Our most important criterion of quality is the satisfaction of our customers. We must aim in maintaining their full confidence in Media Powerhouse Ltd as a supplier. The demands and stipulations of the customer must be met by our commitments and products conforming to agreed terms. Each delivery should create a recommendation for further business.

The achievement of these quality goals and consequently, our overriding goal to continue operating as a competitive and successful enterprise, will be determined by our resources, by our organization, by the dedication we show in our work and, above all, by our attitude to quality.

ENVIRONMENTAL POLICY STATEMENT

We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimize our waste and then reuse or recycle as much of it as possible.
- Minimize energy and water usage in our buildings, vehicles and processes in order to conserve supplies and minimize our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.
- Ensure that all employees understand our environmental policy and confirm to the high standards it requires.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Update our Environmental Policy annually in consultation with staff, associates and customers.

INDUSTRIAL RELATIONS POLICY STATEMENT

It is Media Powerhouse Ltd firm belief that efficiency, high productivity and a harmonious working environment are best achieved where effective communications and consultations are established between management and employees. In order to achieve this objective systems will be set up and maintained by management to facilitate the flow of information throughout the Organisation, both from management to employees and their representatives and vice versa.

It is the policy of this Company at all times, to treat all employees equitably, irrespective of their race, creed, colour, nationality, ethnic or national origins, sex or marital status. Furthermore, it is the policy of the Company to provide all employees with the opportunity to develop their abilities to the maximum and so provide products and services to the highest standard and quality to our customers.

However, from time to time, employees or groups of employees may have problems or grievances that have to be dealt with and to this end, the resolving of these problems or grievances should be dealt with at the lowest possible level in the Organisation. That is, between the employee or groups of employees and their immediate supervisor. Where this is not possible, it will be handled by the General Manager through the Grievance Procedure.

On those occasions, where it is necessary for disciplinary action to be taken against an employee, in the first instance, the action required will be taken at supervisory level. If this action does not resolve the problem at that level, then the action taken will be determined under the Disciplinary Procedure.

Working on Site Works

It is our companies approach to operate a collaborative site works policy while working with and around other contractors.

It is our aim to operate in a manner that doesn't incur conflict. We believe that through generating an open and friendly site environment; allowing ourselves to be flexible and open to compromise, we can actively avoid conflict on site.

We are each responsible for speaking our truth, listening with caring, and working toward a resolution that meets the needs of the entire project.

Where conflict does arise on site it is the operative's responsibility to report it to the MPH site representative who will in turn report any incident to the Site Manager.

EQUAL OPPORTUNITIES POLICY STATEMENT

Media Powerhouse Ltd is committed to the principle of equal opportunity in employment.

The Company appreciates that whilst much can be achieved by the development of legal measures, real progress can only be made by a practical day to day commitment to the promotion of equal opportunities at all levels.

The Company's workforce reflects the community from which it draws its labour and the contribution made by minority groups to its business performance is recognised. It is clearly in the best interest in the Company, its management, and all employees that these talents and resources are used to the full. This can most effectively be achieved by taking action to foster a fully integrated community at work through the practical application of an Equal Opportunities Policy.

This Policy is based upon the Company's opposition to any form of less favourable treatment accorded to employees or job applicants on the grounds of race, creed, colour, nationality, ethnic or national origins, sex or marital status.

The Company will ensure that individuals are selected, promoted and treated on the basis of their relevant aptitudes, skills and abilities. All employees will be encouraged to take advantage of facilities to better themselves at work.

It is the duty of all employees to accept their personal responsibility for the practical application of the Policy, but at the same time the Company acknowledges that specific responsibilities fall upon management, supervision and individuals professionally involved in recruitment and employee administration.

To ensure this Policy is consistently applied, co-ordinating responsibilities have been assigned to the General Manager, who will monitor the operation of the Policy for both employees and job applications, and undertake periodic audits.

To safeguard individual rights under the Policy, any employee who believes that the Company has applied inequitable treatment to him or her within the scope of the Policy, may raise the matter through the Grievance Procedure.

To make the Policy work requires much more than a formal system. The Policy will help to lay the foundations for success but it is the responsibility of each employee to make his or her own contribution. Towards this end, the Policy will be kept under regular review.

EMPLOYING DISABLED PERSONS POLICY STATEMENT

Media Powerhouse Ltd is committed to employing disabled persons in the Company.

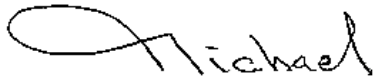
Registration as a person with disabilities is voluntary. Those eligible to register are those who, because of injury, disease or congenital deformity are substantially handicapped in obtaining or keeping employment of a kind which would otherwise be suited to their age, experience or qualifications.

All employees are required to show courtesy and consideration towards disabled colleagues and disabled applicants. Where special needs are required for health and safety, members of the department concerned will be briefed accordingly. Similarly, training and promotion opportunities will be available to all, irrespective of any disability they may have.

In order to discharge its responsibilities, the Company would like those employees who are registered disabled to voluntarily notify the General Manager of this fact. This notification will be used for record purposes, but may also assist where adaption of the premises is required to enable a disabled person to be employed.

IMPLEMENTATION & REVIEW

The Chief Executive Officer is responsible for ensuring the effectiveness of these policies, while day to day implementation is the responsibility of the relevant Director and Heads of Department.



Michael Breen, Chief Executive Officer

Document Revised on 09 July 2013

Revised by:



Tim Roffey
Company Director and H&S Representative