

## Trio Offset Values

**The cornerstones of Trio Offset's sustainable business model are the following Values (Vision)**

- Purpose,
- People,
- Planet,
- Principles

### **Translated into Action – (Mission)**

Reconcile the **organisational purpose** (whether this is profit, or cost-effective services & delivery.) – with the needs and feelings of **people** (staff, customers, suppliers, local communities, stakeholders, etc) – See the company **Processes Map Outline** - with proper consideration for the **planet - the world we live in** (in terms of sustainability, environment, wildlife, natural resources, our heritage, 'fair trade', other cultures and societies, etc) and at all times – acting with **principle**, integrity, compassion, honesty, and truth. Principles enable the other potentially conflicting aims to be harmonised so that the mix is sustainable, ethical, and successful.

### **Commitment to FSC® Values**

The Directors of Trio Offset Limited are committed to complying with the Values of FSC® as defined in their "Policy for the Association of Organisations"

We are committed to supporting the FSC® in any transactional verification and fibre testing requirements as needed.

We declare that we are not directly or indirectly involved in the following activities:

- a) Illegal logging or the trade in illegal wood or forest products;
- b) Violation of traditional and human rights in forestry operations;
- c) Destruction of high conservation values in forestry operations;
- d) Significant conversion of forests to plantations or non-forest use;
- e) Introduction of genetically modified organisms in forestry operations;
- f) Violation of any of the FSC® Core Labour.
- g) ILO Declaration on Fundamental Principles and Rights at Work.

Recognising the social and economic importance of protecting the environment we are fully committed to complying with the FSC® standard and any applicable statutory and legislative requirements that are associated with the company's operation.

Including other standards and / or codes of practice that either support the above or have been identified. In line with to protecting the environment, and in maintaining and sustaining the company's commitment is to only use suppliers of paper that;

- Comply with the requirements of environmental legislation any approved codes of practice, co-operating fully with relevant statutory bodies and trade associations.
- Where practicable, monitor and review environmental aspects of their operations, use and review objectives and targets for continual improvement and reduction of adverse impacts, as applicable.
- Ensure that wood pulp suppliers have well managed and sustainable forest practices and that the wood pulp used is manufactured with elemental chlorine free chemicals.
- Ensure that wood pulp is not purchased from sources that are considered controversial by the FSC®
- Seek to encourage their suppliers, agents and contractors to adopt good environmental policies and practices.
- Have been certified to the FSC® Standard.

## ENVIRONMENTAL POLICY

The Directors of Trio Offset Limited recognise the importance of protecting the environment and they are fully committed to minimising the companies impact to the environment and that it's processes;

- Are appropriate to the nature, scale and environmental impacts of all activities, products, and services it uses to deliver a completed product.
- Where appropriate Integrate environmental considerations into business processes and committed to continual improvement through management reviews.
- Comply with applicable statutory and legislative requirements that are associated with the company's work.
- Where possible, produce continual improvement throughout the range of activities associated with their business.
- Implemented and maintained throughout the company at all levels of operation.
- Communicated to interested parties through its operations, training, communication.
- Seek to prevent pollution and to minimise negative impacts upon the environment that could be caused by us or our workforce.
- Be made available to any member of the public, upon request.

As a business we are always looking at ways to reduce the amount of waste that we produce and the most effective way of recycling the waste we do produce.

**The 3 R's are all important to us**

**REDUCE**

**REUSE**

**RECYCLE**

**Ensure all waste is removed responsibly and wherever possible, is recycled.**

# HEALTH & SAFETY POLICY

## The business operations

Trio Offset have the potential to harm people whether those people are employees, sub-contractors, or the public at large.

## This policy

Encompasses overall procedures to cover normal business operations of a routine nature.

## The policy

Contains procedures to cover business operations of a non-routine nature, e.g. Trio Offset may use the services of sub-contractors to deal with computer service failure, in this case Trio Offset would have responsibility for the health and safety (H&S) of the sub-contractors on company premises.

## People

Are the most important asset to this company, and therefore we are totally committed to always ensuring their H&S and welfare. Employees should not be dismissive of any procedure in this policy that at first glance does not appear to be relevant to them. Some or all, of the procedures contained in this policy may be relevant on a particular occasion. Therefore, employees should make frequent reference to this policy, according to the demands of the business, and in particular, the policy should be consulted prior to a new business operation being undertaken.

## The overall objective

Is, as far as is reasonably practicable, employees are able to work in a safe environment. To achieve this objective the management, need the assistance of all employees and request that, at all times, all employees consider the H&S and welfare of fellow employees, inexperienced workers, sub-contractors and members of the public.

## Our objectives are: -

- To provide adequate control of the H&S risks arising from our work activities;
- To consult with our employees on matters affecting their H&S;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction, and supervision for employees;
- To ensure all employees are competent for their tasks, and provide training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions;
- To review and revise this policy at regular intervals.