

## Corporate Social Responsibility (Sustainability) Policy

### Introduction

NIC Instruments Ltd recognises its responsibilities to all stakeholders to not only comply with legal requirements but to adopt a high moral and ethical stance in its business proceedings.

### Statement of policy

Corporate social responsibility (CSR, also called corporate conscience, corporate citizenship or responsible business) is a form of corporate self-regulation integrated into NIC Instruments. This CSR policy functions as a self-regulatory mechanism whereby NIC Instruments can monitor and ensure active compliance with the spirit of the law, ethical standards and national or international norms.

In some areas, NIC Instruments will go beyond compliance and engage in "actions that appear to further some social good, beyond the interests of the firm and that which is required by law."

The aim of this policy is to increase long-term profits and shareholder trust through positive public relations and high ethical standards to reduce business and legal risk by taking responsibility for corporate actions. It will also allow the company to make a positive impact on the environment and stakeholders including consumers, employees, investors, communities, and others.



Signed:  
Steve Wisbey  
Managing Director

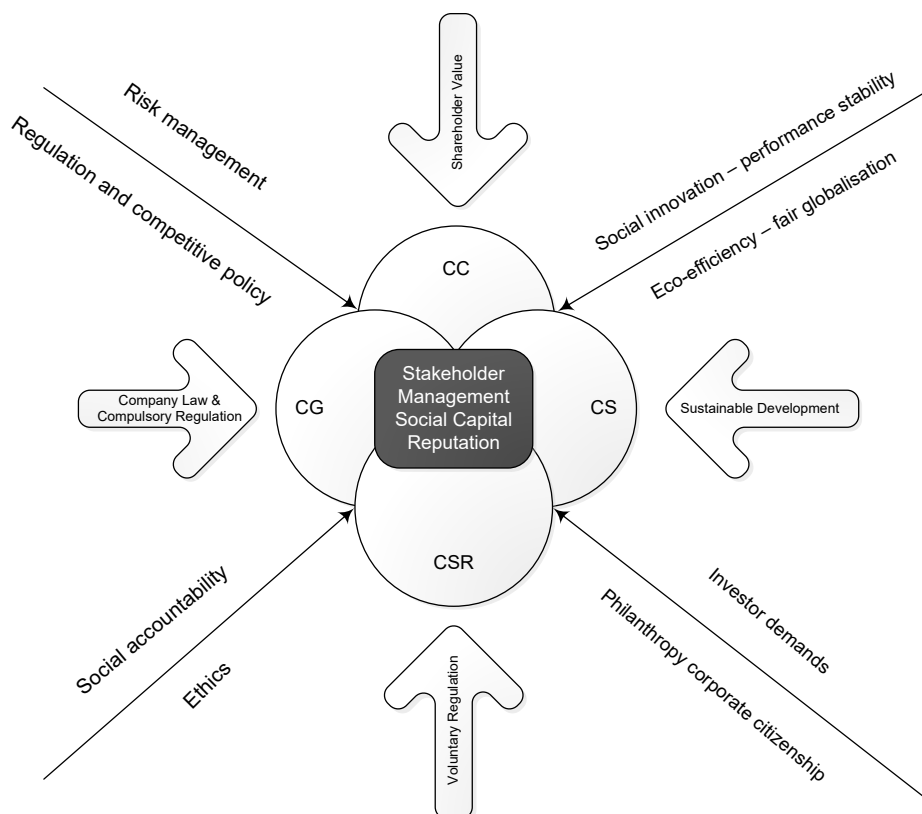
The long term goal is to have a CSR policy that is in line with ISO 26000.

The strategic approach to corporate responsibility has been designed to;

- Integrate the various strands of corporate social responsibility (corporate sustainability and corporate governance)
- provide a strategic management framework incorporating corporate responsibility;
- support the staged development of strategic capabilities enabling companies to reach optimised performance

## NIC Instruments Ltd

Corporate Responsibility Map



Corporate Competitiveness (CC)

Corporate Governance (CG)

Corporate Social Responsibility (CSR)

Corporate Sustainability (CS)

### The Policy

NIC Instruments CSR policy is broken down into several sub policies and procedures, which may be viewed separately. The policies fall into 4 main groups and some policies/procedures fall into multiple groups

1. Corporate
  - a. Quality Policy & Scope
  - b. Ethical Statement
  - c. 18 - Backing Up The System & Software
  - d. 21 - Health and Safety 120209
  - e. 26 - Risk Management 08102010
  - f. 27 - Change Management 08102010
  - g. 34 - Bribery Procedure
2. Employees
  - a. Equal Opportunities
  - b. Code of Conduct
  - c. Compassionate Leave

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- d. Data Protection
  - e. Dignity at Work
  - f. Maternity, Paternity & Adoption
  - g. Flexi Time Policy
  - h. Working from Home Policy
  - i. 6 - TRAINING-08102010
  - j. 11 - Manual LIFT-120209
  - k. 15 - Induction Procedure-120209
  - l. 16 – PPE
  - m. 31 - Anti Harassment
  - n. 38 - Grievance Procedure
- 3. Customers**
- a. Data Protection
  - b. Returns Procedure
  - c. Traceability Procedure
  - d. 8 - RECALL-080210
  - e. 34 - Bribery Act
- 4. Suppliers**
- a. Suppliers
  - b. Data Protection
  - c. 34 - Bribery Act
- 5. Environment**
- a. Product End Of Life
  - b. 28 - Monitoring of Machine Coolant
  - c. 25 - Disposal of Waste
  - d. Over Production Procedure

Third bodies we work with in this arena;

- British Standard Institute (BSI)
- Veolia Environmental Services
- EcoOil
- BCB Environmental Management Ltd