



CORPORATE SOCIAL RESPONSIBILITY POLICY

OUR PRINCIPLES:

At Heaps + Stacks we recognise that we must integrate our business values and operations to meet the expectations of our clients, in relation to customers, employees, regulators, investors, suppliers, the community and the environment.

WE WILL:

- recognise that our social, economic and environmental responsibilities to our clients are integral to our business;
- aim to demonstrate our commitment to our responsibilities through our actions and within our corporate policies;
- take seriously all feedback that we receive from our clients and team, where possible, maintain open dialogue with them to ensure that we fulfil the requirements of this policy

The Proprietor (the owner of the company in this case) is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. However, all employees of Heaps + Stacks are responsible for our successful performance of this policy.

OUR PARTNERSHIP FOCUS:

We shall:

- give preference to suppliers with ownership from underrepresented populations (e.g., female-owned businesses);
- strive for 40% off our purchases are from suppliers with diverse ownership;



- strive to make at least 50% of our supplies come from local suppliers each year;
- strive to purchase core products (at least 50% of expenses including payments to freelancers) from independent suppliers local to where the product will be used or where the company operates;
- strive to be a leader in utilising local freelancers to deliver our handmade mailers. More than 80% of the workforce helping us put together our mailers is from the local community. In this way, we are supporting the local economy during difficult times;
- strive to improve our environmental performance through implementation of sustainable development and environmental policies;
- operate an equal opportunities policy for all present and potential future employees;
- offer our employees clear and fair terms of employment and provide resources to enable their continual development;
- provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment;
- provide, and strive to maintain, a clean, healthy and safe working environment;
- uphold the values of honesty, partnership and fairness in our relationships with clients and suppliers
- ensure our contracts clearly set out the agreed terms, conditions and the basis of our relationship;
- operate in a way that safeguards against unfair business practices; and
- encourage our suppliers and contractors to adopt responsible business policies and practices for our mutual benefit