

Gemini Print is a multi-site printing company (lithographic, digital, large format, finishing) that also provides clients with a wide range of other services such as design, artwork, promotional merchandise, direct mail, online integration, managed print, and document solutions.

The prosperity of our business and of the communities within which we operate requires a commitment to the sustainable management of our activities.

Therefore, Gemini Print confirms its commitment to carrying out its business in a socially responsible manner upholding the following key principles:

- to treat employees fairly and equitably
- to operate ethically and with integrity
- to respect basic human rights, diversity and equality of opportunity
- to sustain the environment for future generations
- to be a caring neighbour in the community

Ethical business has been at the core of the ethos of the company since we started and therefore the company has continually embraced initiatives to ensure good practice as it has expanded.

## Purpose & Values

This code applies to all of the operations of Gemini Print and sets out the minimum standards which the Board of Gemini Print expects from staff in their internal and external dealings with colleagues, customers, stakeholders and third parties.

- We will conduct every aspect of our business with honesty, integrity and openness, respecting human rights and the interests of our employees, customers and third parties.
- We will respect the legitimate interests of third parties with whom we have dealings in the course of our business.
- We will maintain the highest standards of integrity – for example, we will not promise more than we can reasonably deliver or make commitments we cannot or do not intend to keep.

## Our People

Gemini Print:

- is committed to creating and maintaining a safe and healthy working environment for its employees.
- will strive to create a workplace in which there is mutual trust and respect and where every person feels responsible for the performance and reputation of our company.
- will respect the individual and each other's rights, customs and traditions including the right to freedom of association and the right to decide whether or not to join a trade union and will negotiate in good faith with the properly elected representatives of its employees.
- will work towards achieving a diverse workforce, recruiting, employing and promoting employees only on the basis of objective criteria and the qualifications and abilities needed for the job to be performed.

- will maintain good communications with employees through our information and consultation procedures.
- will assist employees in realising their potential.

### **Customers, Suppliers & Contacts**

- Gemini Print is committed to providing safe, value for money, high quality, and consistent, accessible and reliable services to its clients.
- Gemini Print will conduct its operations in accordance with the principles of good corporate governance.
- We will provide timely, regular and reliable information on the business to all our interested parties.
- We aim to develop strong relationships with our suppliers, clients and others with whom we have dealings, based on mutual trust, understanding and respect.
- In those dealings, we expect our partners to adhere to business principles consistent with our own – ethical, professional and environmental.
- Gemini Print companies will conduct their operations in accordance with the principles of fair competition and applicable Regulations.
- All members of the Group will comply with the Laws and Regulations applicable wherever they do business. Appropriate training will be provided for employees as necessary.
- No Director or employee of Gemini Print shall offer, give, seek or receive, either directly or indirectly, inducements or other improper advantages for business or financial gain and no employee may offer, give, seek or receive any gift or payment which is, or could be construed as, such. If an employee is in any doubt as to whether he or she may accept an offer, that employee should discuss the issue with his or her manager, and/or the Managing Director.
- Gemini Print accounting and other records and supporting documents must accurately describe and reflect the nature of the underlying transactions.
- No undisclosed or unrecorded account, fund or asset will be established or maintained.
- Gemini Print will not facilitate, support, tolerate or condone any form of money laundering.

### **Environment**

Gemini Print has an Environmental Policy appropriate to our business and are committed to making continuous improvement in the management of our environmental impact, including setting eco and environmental objectives and targets – implementing training so employees and contractors understand their responsibilities and all can play a role in seeking ways to improve our environmental performance.

### **Measurement and accreditation – ISO14001**

### **Community**

Gemini Print recognise and understand the significance of the local community within which we operate. We aim to enhance our contribution to the community by being sensitive to the needs of local people and groups and promoting ethical and socially responsible trading.

We strive to protect local employment and training opportunities, and wherever relevant select local suppliers of goods and services.

Adhering to the Standards certified by our ISO14001 and all related environmental care processes extends to awareness of any impacts within our local community.

Gemini Print plays an active role within business communities participating and inputting into e.g. chambers of commerce, business groups, networking organisations, businesses needing expert advice and support – including special prices for start-ups, enterprise committees etc.

The Gemini Print team works together to provide sponsorship and support to a wide range of community projects (e.g. Remembrance Day, beach cleans, Handbags for the Homeless) the arts (e.g. Ropetackle Arts Centre, Brighton Fringe, Artists Open Houses, Design for Print Awards) and local sports (e.g. Shoreham Football Club, Lewes Football Club, Dragon Boat Racing, Plumpton Rugby Club) plus involvement with education liaison and training for students. (working with the Education Enterprise Advisor Network).

Our work for charities is highly varied according to the needs of the organisations, including: donations, team fundraising activities (e.g. cake bakes, sporting challenges, penalty shoot outs, printing, promotional merchandise, marketing advice and consultancy, event attendance, social media and database promotion and support.

2017-2019: Charities supported include: Chestnut Tree House, The Starr Trust, Chailey Heritage School & Foundation, SS Great Britain, Meningitis Society, Lord Taveners, The Italian Job – Buttle UK – Beds for Kids, Martlets Hospice, Bristol Zoo, Bristol Zoological Society, Sussex Wildlife Trust, The Woodlands Trust, St Barnabas, Brighton Open Air Theatre, Friends of Shoreham Fort, The Whoopsadaisy Foundation, The Housing Trust, Macmillan Cancer Support etc.

Gemini Print regularly reviews all charitable activity to strive to maximise the positive effect of the support we can provide. Any applications for inclusion in future years, or suggestions from colleagues will be given due consideration by the Directors.

Signed



**Steve Cropper**

Managing Director

Updated: 6th June 2022

Next Review Date: July 2023