



HEALTH AND WELLBEING POLICY

Screeentek International Ltd manufactures office screens, associated accessories, soft seating and desking to quality standards laid out both by the Company and to those outlined in their Quality procedures manual.

The company ensures that all staff and people visiting the premises have a clean, tidy, vibrant environment. We offer free tea, coffee and hot or cold drinks when having breaks and at lunch, also warm and clean canteen or seating areas outside are provided. The site is a no smoking site. However, there is a smoking shelter outside for staff that really need to smoke. We have a factory improvements plan so each month an area is looked at to improve either the environment or wellbeing.

Staff are invited to train and improve their skills on a regular basis. Certificates are displayed around the factory to prove this.

We are very keen on improvement implementations and hold regular 5s, Kaizan and operation meetings where all members of staff are asked to attend at some point. We have a factory meeting each quarter that includes everyone. We have group get-togethers throughout the year. Inclusion is very important at Screeentek International Ltd.

A pension scheme is offered as well as a scheme through the government that helps staff afford to buy a bike to ride to work. Employees that have worked with us for a long time are offered a medical care package with WPA.

Staff are entitled to an extra day's holiday when it is their birthday. All uniform is provided for. PPE is issued to the relevant people. Bonuses are paid through-out the year rewarding hard working, good ideas and excelling individuals.

We offer an open-door policy to all employees if they are troubled with anything. Any discrimination or bullying is not tolerated and a warning will be given if it ever happens. Our staff are multicultural and diverse so all ages and nationalities are catered for.

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