
POLICY MANUAL

cirque
international

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Environmental Policy

Cirque Furniture International are committed to caring for the environment and promoting an environmentally friendly culture with its employees and (sub) contractors.

Wherever possible the company will seek to minimise waste and use processes that do not adversely affect the environment. We promote awareness among our employees and encourage them to work in an environmentally responsible manner.

When procuring furniture, care is taken to ensure the supply chain and installations minimise environmental impacts.

We encourage a paperless environment where possible such as electronic documentations and presentations.

We encourage employees and clients where possible to specify against environmentally harming materials such as chromium and sulfide, found when producing certain tanned leathers or to create a unique shine on products.

We are continually striving to reduce, reuse and recycle, constantly looking to improve our environmental performance.

Health and Safety Policy

Cirque Furniture International are committed to ensuring employees are safeguarded in regards to health and safety in the workplace. The prevention of all accidents particularly those involving personal injury or damage to equipment and property is recognised as being essential to efficient operations.

We do all that is necessary to prevent personal injury, ill health, damage to property and equipment and to protect everyone from foreseeable work hazards. This policy also extends to non-employees insofar as they may be affected by the undertakings of the company.

We ensure that all employees are safeguarded in respect of health, safety and welfare whilst within the workplace, work activities and at Cirque Furniture International sites, preventing accidents and cases of work-related ill health.

We consult with our employees on matters affecting health and safety and give all employees adequate training and to contribute positively to the health, safety and welfare of themselves and others.

We provide and maintain plant, equipment and systems of work that are safe and without risk to health, safety and welfare.

We ensure that members of the public who enter our premises as contractors, employees or visitors, are not exposed to any health and safety risks during the course of their business or stay.

We ensure that no work is carried out by Cirque Furniture International or its (sub) contractors that is liable to expose employees or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary controls to prevent or control the risks have been introduced. This applies also to the warehousing and transportation.

We provide and maintain means of access and exit which are safe and without risks to health.

We will monitor this policy to make sure it is effective and will be regularly reviewed and revised if necessary. Responsibilities for ensuring health and safety standards are maintained lie with management.

We expect employees to co-operate with management on health and safety matters, taking reasonable care of their own health and safety and not interfering with anything provided to safeguard. We promote honesty from our employees, all reports of health and safety concerns will be addressed immediately. Any misbehaviour that is potentially

endangering to employees or personal in the workplace will be addressed immediately and a disciplinary issued where necessary.

In line with the Health and safety at Work etc Act 1974

Anti-Bribery Policy

Cirque Furniture International Ltd. believe bribery is non-ethical behaviour which is not condoned within any aspect of the company.

We prohibit the offering or accepting of bribes, whether cash or enticement to or from any employee, agent or contractor of the company, official body, or another company. This is all inclusive of any personal or company gain, (such as commercial or monetary) which influences an action to be taken that is not in the interest of Cirque Furniture International. We do not forbid appropriate gifts or hospitality assuming they are customary, equal and monitored.

We ensure all employees are made aware of this policy to reject bribes, question if a bribe is happening and report any bribery, they are aware of to management. We encourage any uncertainty to be brought forward to management no matter how insignificant or sensitive. We certify any agents or contractors are vetted before they can represent Cirque Furniture International Ltd.

The prevention, detection and reporting of bribery is the responsibility of all at Cirque Furniture International Ltd.

Anti-Slavery Policy

Cirque Furniture International Ltd. are not subject by law to produce a slavery and human trafficking statement due to the turnover being less than thirty-six million. However, we are committed to ensuring modern slavery practices and human trafficking are not present throughout any area of our business and supply chain.

A high proportion of our supply chain is within the EU comprising of the manufacturer of commercial furniture. We will only procure from suppliers who have an EU presence, who understand the requirements of the Modern Slavery Act 2015 and who can validate their compliance upon request.

Throughout our business we ensure suitable management supervision of working environments and project sites. We promote honesty from our employees who have a duty to inform management of any breaches that have emerged.

Our policy reflects our commitment to acting ethically with integrity enforcing effective controls to ensure slavery and human trafficking is not taking place anywhere.

Sub-Contracting Policy

Cirque Furniture International use sub-contracted resources within the supply chain to assist with the warehousing, delivery and installation of furniture. Where this applies, sub-contractors are regularly vetted and expected to deliver the same exceptional service as an Cirque Furniture International employee.

The quality of service is constantly monitored and reviewed by management. This ensures we strive to prevent on-site or warehouse issues relating to sub-contracted resources. Where non-compliance occurs with sub-contractors, the incidence is reviewed by management and depending on the outcome a new procedure and/or penalisation are applied where necessary.

Where an increase in subcontractors is required, we ensure future opportunities are offered to at least two sub-contractors to pitch their quality, standards and cost valuations. Successful opportunities are confirmed with a valid purchase order including the agreed terms.

Due diligence is carried out on all sub-contractors to ensure subcontractors have robust internal policies and general good practice.

Equal Opportunities Policy

Cirque Furniture International promotes equal opportunities, ensuring employees, job applicants, customers and suppliers are treated fairly with no encounters of discrimination.

We ensure the same opportunities are offered regardless of Age, Sex, Gender Identity, Marital status, Pregnancy or Maternity, Race (including Ethnic or National Origin, Nationality or Colour), Disability, Sexual Orientation, Religion or Belief. We are committed not only to legal obligations but to also promote and sustain an environment of positive equality in all aspects of employment.

We oppose all forms of unlawful discrimination, acting in accordance with legislative requirements, all employees are expected to respect and act in accordance with the policy and that any bullying, victimisation or harassment in the workplace is prohibited and subject to action.

We ensure no job applicant or employee is discriminated against, directly or indirectly, on any unlawful terms. All job applicants will be considered solely on their ability to do the job. Interview questions will not be discriminatory in nature.

We encourage an inclusive culture through good practice of teaching, learning and assessment, from all employees and management.

We advise employees the company will act in accordance with legislative requirements.

We will ratify all promotions made on merit in line with the principles of the policy.

We will review this policy annually to ensure equality of opportunity is available to all employees.

In line with Equality Act 2010

Work Life Policy

Cirque Furniture International do not have a nine to five culture but maintain a team structure by working together and being available as needed by clients and colleagues.

Cirque Furniture International understands employees are most productive when a work-life balance enables them to meet their responsibilities.

Employees can benefit from flexibility in their working arrangements that enables them to work from locations other than the office and at times other than the standard working week.

The purpose of this policy is to set a framework which more staff can benefit from a greater degree of flexibility.

Harassment Policy

Cirque Furniture International do not tolerate any form of harassment, victimisation or bullying.

We inform employees the following types of behaviour are prohibited and if any form arises, we provide a procedure to stop harassment or bullying and help the recipient.

Bullying is characterised as offensive, intimidating, malevolent or insolent behaviour. An abuse or misuse of power deliberately undermining, humiliating, degrading or injuring.

Victimisation is where an individual is treated less favourably than another person such as allegations of race, sex, disability discrimination, unequal pay.

Harassment is unwanted conduct affecting the dignity of individuals in the workplace.

We provide a neutral working environment in which no one feels threatened or intimidated.

Unwanted, uninvited and unreciprocated behaviour by one employee towards another, for example (and not limited to); patronising, comments about appearance, leering at an individual's body, unwanted sexual invitations or pressure, promises or threats in exchange for sexual favours, indecent assault, is not condoned and must take the following steps.

Employees are to make the person responsible aware that their remarks are offensive. This can be difficult to speak directly so can also be put in writing and handed it to the harasser.

If this approach fails, and the harassment is believed to be serious in nature, employees must bring the matter to management. Any dates, times and locations of unacceptable behaviour must be advised within a formal complaint.

Cirque Furniture International will take a formal complaint very seriously and all possible actions will be taken to separate the harasser and recipient.

Cirque Furniture International will not victimise any employee for bringing a formal complaint to their attention. However, a full investigation will take place and if the grounds for the complaint are deemed malicious in intent you will be subject to a disciplinary action.

Cirque Furniture International ensures employees can discuss any problems or views of dissatisfaction relating to the workplace with an informal discussion. Grievance can also be raised formally through written submission to management who will make every effort to discuss the grievance within seven working days. If after this the outcome is not satisfactory, an appeal can be requested. The member of management who dealt with the grievance must be advised that an appeal has been requested. The appeal can be submitted to the Managing Director who will make every effort to discuss the grievance within 7 working days and a decision reached at the appeal stage is final.

Cirque Furniture International encourage honesty and employees are encouraged to come forward if any harassment, bullying or victimisation is taking place within the workplace.

In line with Equality Act 2010 and Anti-Discrimination Act 1991

Sexual Harassment Policy

Cirque Furniture International do not tolerate any form of harassment including conduct based on a person's sex in a verbal, physical or non-verbal manner that is unwanted or offensive to the recipient. We inform employees this behaviour is prohibited and offer solutions to employees who suffer harassment or bullying.

Examples include (and not limited to);

Physical conduct - touching, patting, pinching or brushing against another employee's body; Verbal conduct- unwelcome sexual advances, propositions or pressure for physical activity, continual suggestions for social activity outside the workplace, offensive flirtations; suggestive remarks, innuendoes or lewd comments;

Non-verbal conduct - display of pornographic or sexually suggestive pictures, objects or written materials; leering, whistling or making sexually suggestive gestures;

Sex-based conduct - intimidating, physical, derogatory or degrading abuse because of an employee's sex such as comments about appearance or dress.

Cirque Furniture International encourage honesty and employees are advised to come forward if any sexual harassment is taking place. Sexual harassment is not condoned and procedures within the harassment policy are to be initiated employees believe it to be taking place.

Disciplinary Policy

Cirque Furniture International will take disciplinary action where gross misconduct has taken place. An employee will be dismissed for gross misconduct, where by the dismissal is immediate.

Acts which may constitute as gross misconduct include (and not limited to); serious negligence which causes unacceptable loss, damage or injury; serious violation of health and safety policy; serious bullying or harassment as defined in the harassment policy; physical violence, deliberate and serious damage to Cirque Furniture International property; theft, fraud, corruption and any serious breach of the antibribery policy.

Employees can appeal by writing to the Managing Director explaining why it is an unfair or inappropriate disciplinary.

Cirque Furniture International will review the appeal and any disciplinary penalty cannot be increased due to appealing. However, the decision of the Managing Director after reviewing the appeal is final.

Quality Assurance Policy

It is the policy of Cirque Furniture International to maintain a quality system designed to meet the requirements of ISO9001:2015 in pursuit of its primary objectives, the purpose and the context of the organisation.

It is the policy of Cirque Furniture International:

strive to satisfy the requirements of all of our customers, stakeholders and interested parties whenever possible, meeting and exceeding their expectations;

comply with all legal requirements, codes of practice and all other requirements applicable to our activities;

the reduction of hazards, prevention of injury, ill health and pollution;

provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met;

ensure that all employees are made aware of their individual obligations in respect of this quality policy;

maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk".

This quality policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Customer service is an essential part of the quality process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of quality and its impact on customer service.

To ensure the company maintains its awareness for continuous improvement, the quality system is regularly reviewed by "Top Management" to ensure it remains appropriate and suitable to our business. The Quality System is subject to both internal and external annual audits.

Responsibility for maintaining and updating the manual lies with;



Managing Director, Harry Hale.

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