



# **Corporate Responsibility Policy**

Diversified Wood Products, Inc.

## Policy brief & purpose

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our environment. Our company's existence is not lonely. It's part of a bigger system of people, values, other organizations and nature. The social responsibility of a business is to give back to the world just as it gives to us.

## What is corporate social responsibility?

Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us.

## Scope

This policy applies to our company. It may also refer to suppliers and partners.

## Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls under two categories:

**compliance** and **proactiveness**. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

## Compliance

### Legality

Our company will:

- Respect the law
- Honor its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

## **Business ethics**

We'll always conduct business with integrity and respect to human rights. We'll promote:

- Safety & fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

**Gift Policy** - We prohibits acceptance of monetary gifts from our business partners to employees. This includes items such as gift cards and cash. However, inexpensive marketing items valued under \$50 as well as perishable items such as fruit baskets or deli platters are permitted. All gifts made to government officials shall follow the same rules as those to our employees.

## **Examples of Corporate Social Responsibility**

### **Protecting the environment**

Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing garbage and using chemical substances. Stewardship will also play an important role.

### **Protecting people**

We'll ensure that we:

- Don't risk the health & safety of our employees and community.
- Avoid harming the lives of local and indigenous people
- Support diversity and inclusion.

### **Human rights**

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labor practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labor).

## **Proactiveness**

### **Donations and aid**

Our company may preserve a budget to make monetary donations. These donations will aim to:

- Advance the arts, education and community events.
- Alleviate those in need.

## **Volunteering**

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events from other organizations.

## **Preserving the environment**

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving Energy
- Using environmentally-friendly technologies

## **Supporting the community**

Our company may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to nonprofit organizations or movements to promote cultural and economic development of global and local communities.

## **Learning**

We will be open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates.

We'll readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.

## **Review**

This policy will be reviewed and evaluated annually.

## **Reporting**

Any violations of the above policy or any concerns regarding this policy can be reported by anyone (publically or anonymously) to **Trudy Respass** by mail at PO Box 706, Plymouth, NC 27962; by phone at 252-793-6600, or emailed to [info@dwpworks.com](mailto:info@dwpworks.com).

## **Violations**

Violations of these policies will be investigated and may result in the termination of employment of the employee.