

Environmental, Social and Governance Policy (CSR/ESG)

Spinlock is an independent and innovative company, widely recognised as a leading source of professional-quality innovation and design within the Marine Industry. Based in Cowes, UK, the 'Home of Yachting' Spinlock has over thirty years' experience of designing and manufacturing equipment.

Our Values

- Deliver a high level of product and service quality in all areas of the business.
- Drive innovative design through continued investment in research and technology.
- Sensitive to the impact that Spinlock and its suppliers have on the Environment.
- Promote the health, wellbeing and personal development of our employees.
- Ensure a mutually beneficial working relationship with our suppliers, customers and industry partners.
- Continual improvement of energy performance through reviews and innovations.

Sustainability Values

Spinlock recognise these areas as the most important:

- Reduce, Reuse, Repair, Recycle
- Environmental Impact
- Positive Partnerships
- Caring Community

Environment

Spinlock Limited is committed to being environmentally aware, actively support programs that reduce our company's environmental impact and continually improve our environmental performance as an integral part of our business strategy and operating procedures. As part of this commitment we were the first Marine Manufacturer (and first Isle of Wight Business) to sign up to the New Plastics Economy Global Commitment (Ellen MacArthur Foundation) in October 2018.

In 2022, Spinlock achieved B-Corp Status. Spinlock will endeavour to conduct its business in a way that causes least damage to the environment and seek to understand the effects our business activities have on the environment by supporting initiatives such as:

- Strive to continually improve its environmental performance and prevent pollution
- Promote good environmental practice both within the company and externally to its suppliers, customers and other stakeholders
- Exceed, or as a minimum comply with, its obligations with regard to environmental regulations and laws
- Minimise the environmental impact of its products by appropriate design, selection of materials and provision of information
- Maintain contact with external organisations concerned with environmental matters
- Continual reduction of plastic packaging use by removing need where possible and where required switching to recycled, recyclable, biodegradable or compostable alternatives.
- Encourage its staff to participate in environmental initiatives both within the workplace and outside
- Adequately train all staff that require specific environmental knowledge to fulfil the responsibilities and duties of their job
- Maintain a healthy, safe and environmentally friendly workplace
- Establish adequate resources to ensure this policy is implemented
- Make this policy freely available to the company's staff, the general public and other interested parties
- Encourage our customers, suppliers and other stakeholders to do same; provide all suppliers with our Supplier Guide
- Recognise we have a responsibility to the environment to meet or exceed legislative and regulatory requirements

- Ensure that this policy and all procedures relating to it are understood, implemented and maintained by all company employees
- As a default we ship by road, sea or rail and our lead times are set for this option. Air freight is for emergency requirements
- We are investigating the options for recycling providers so that our customers can send any end of life products to be recycled
- We encourage wildlife at all our sites including allowing wild areas/bug hotels and feeding stations. We are looking at how we can incorporate water butts and how we can use water
- We aim to replace all Company vehicles by 2026 with Electric/Electric Hybrid.
- We offer Cycle To Work schemes to all employees and provide cycle storage. We encourage people to walk. We offer loan schemes for public transport for season tickets. Employees are encouraged to share lifts and advertise spaces on our internal social platform

We are committed to setting environmental objectives that support our contribution to the protection of the environment, including the prevention of pollution. Our objectives are to be appropriate to the nature, scale and environmental impacts of our activities, products and services. The objectives are established, communicated, measured, and reviewed annually or when changes to the business and systems occur.

Our commitment to fulfil our ISO 14001 compliance is contained in these objectives:

- Comply with applicable legal requirements and additional voluntary requirements which relate to our environmental aspects.
- To include the consideration of environmental issues in all business strategies and initiatives.
- Spinlock senior management are committed to ensure that protection of the environment is firmly embedded in both the company and employee culture.
- Educate, train and motivate employees to carry out tasks in an environmentally responsible manner.
- Internally prevent pollution, reduce waste and minimize the consumption of resources.
- Consider the product lifecycle for existing and new product development.
- Consider the wider global impact of all our suppliers and customers, where possible encouraging and supporting environmental improvements.
- Continually review supplier and customer transportation by air, sea and land.
- Encourage employees to take up 1 days paid volunteer leave in every 3 months to support local environmental groups.

The company is committed to continual improvement of environmental performance based on our business processes being carefully monitored, measured and controlled to meet objectives. This is achieved through our integrated Environmental Management System (EMS) that meets the requirements of UKAS accredited ISO 14001:2015.

In addition Spinlock is a certified B Corporation, accredited to companies verified by B Lab to meet high standards of social and environmental performance, transparency, and accountability.

This policy will be communicated to all staff, suppliers, customers and contractors, and will be made public through selected media.

Resources

Spinlock Limited will endeavor to conduct its business to reflect best environmental practice in order to control and reduce our direct impacts on the environment. Spinlock is committed to reducing our embedded carbon, make waste useful and using less resource on the things we consume. We will:

- Keep manufacturing on the Island by assembling our products in our own production facility in Cowes. Employing local people.

- Using local suppliers where possible; with over 90% volume coming from UK of which 44% are Isle of Wight and Hampshire.
- reduce the amount of rubbish we send to landfill;
- increase the amount of rubbish we recycle; and
- purchase from sustainable sources or recycled products when available, this includes packaging and consumables such as tape and ink.
- Swap out Virgin Plastics for recycled, recyclable and/or biodegradable plastics while minimising all plastics use, this is for product and packaging.
- Reusing any packaging material (received from supplier deliveries) this includes cardboard, packing and plastic bags for example.
- Where possible we look to limit the weight and volume of shipping packaging to a minimum in order to meet the required level of safety, hygiene and acceptability for consumers.
- ask our suppliers what their policies are and request a copy of the policy when approaching new suppliers. All suppliers receive our Supplier Guide annually (electronically) and main and/or critical suppliers are audited by ourselves annually
- We will ensure that every room (and where feasible every office workstation) in the Company is provided with a highly visible and convenient recycling bin
- We will recycle all white paper (including shredded) either through collections or by using non confidential for scrap paper and for printing internal documents on reverse. Alongside this we are reducing need for printed material
- We will recycle all cardboard and paper either through collection service or reused for packaging
- We will reuse envelopes and packaging where possible
- We will recycle all glass, tin cans (staff kitchen waste) and magazines through collection service
- We will sell on or donate to charity any unused equipment
- We will purchase recycled or from a sustainable source office paper and stationery, closing the loop on the paper recycled by the Company. All paper/card is FCS certified
- We minimise printing and look for ways to use electronic paper trails
- All customers have statements, reminders and invoices electronically
- We encourage all suppliers to send invoices and statements electronically – 99% now achieved
- We will recycle or reuse any scrap materials where possible (including donating fabric offcuts for craft materials to local primary schools)
- All employees are encouraged to turn off monitors, pc and lights when out of room/not required. We have installed sensors for lighting where suitable
- We will audit any planned large spend items prior to purchase. Including reviewing energy efficiency and running costs, source/supplier, total cost and recycling options
- We will minimise travel and cost of travel when possible. We will review options including conference calls/video as first option and where face to face is required will look at public transport and shared/pool car. We will minimise air travel
- Our lighting is LED and any heating have thermostats and timers
- We purchase our energy from renewable sources
- Our taps and WCs are water saving and we have Twinned our toilets through ToiletTwinning.org which supports funding for projects in poor communities that will enable families to build a basic toilet, have access to clean water and learn about hygiene – a vital combination that saves lives.
- We regularly review any outsourced processes and look at viability of bringing inhouse. An example of this is investing in machinery to enable the manufacture of our inflatables and improve our quality, control and research, alongside creating 5 full time jobs
- Offer unpackaged product as default for OEM and Distributors and option for unpackaged on all purchases from retailers and end users
- Working to improve our ERP System ‘Epicor Improvement Program’ to remove the need of paper for the production flow through the factory
- Actively seeking UK suppliers to fulfil all component requirements to minimise transportation and lead times, while supporting UK manufacturers
- Being a systems led business using data and procedures for all processes

- We offer all instructions, brochures and marketing material electronically and via website in multiple languages
- Our Marketing Support merchandise such as retail stands are designed for long term use and can be refurbished if required. The stands are designed so that they can be used in multiple ways for flexibility as display needs change and can have updated artwork
- We promote local events to the team and encourage participation such as litter picks and beach cleans
- We encourage the team to host virtual meetings when feasible to reduce travel
- When hosting a meeting we encourage travel by foot (on the ferry) and walking to Spinlock. We do this by promoting to visitors how easy this route is
- When hosting a meeting we minimise environmental impact through sending material on email and displaying on screen. We use local producers for any refreshments required. We offer tap water in reusable glass bottles instead of plastic single use
- We employ local cleaners and request use of plant-based cleaning materials. We provide washable towels and biodegradable recycled hand towels. We use UK manufactured soap by a B-Corp certified company

People

At Spinlock employee wellbeing is a big priority, and we want employees to be the best they can be. Some of the ways we do this are:

- We regularly check our salaries against other companies to make sure we're competitive and keeping up with changes in the market
- We have a pay structure within Spinlock and ensure that each role is in line with similar roles within the company. We ensure there is no gender pay gap
- Spinlock promotes diversity within the company. We are proud to have 40% female team with 50% of Board of Directors being female. All managers have Unconscious Bias training, Equality & Diversity training, Mental Health Awareness, Sexual Harassment Awareness, Bullying and Harassment training. All employees are encouraged to take these courses. Spinlock has a Recruitment Policy and Procedures
- Spinlock also has in place a Quality Reward Scheme
- We work hard to secure discounts for employees from Island companies
- We offer above the statutory leave per year and have flexitime in place to ensure a good work-life balance
- We provide all staff with a Health Cash Plan that provides assistance towards covering everyday health care costs and a wellbeing website with top tips and health guides, to keeping fighting fit.
- Spinlock's Head Office and Production facility is based in Cowes, the home of yachting. Our head office is in an enviable position overlooking the Solent and two minutes from the town, with easy access to on road parking and council pay and display car parks. The Production site sits in a quiet area with excellent facilities, including plenty of parking, with easy access to a food store. Both sites have well equipped staff areas and rest facilities.
- The Island is renowned for its water sports, beaches, countryside and festivals. There are great reliable regular links to the mainland and we are 2 hours from London.
- We enjoy getting together for social events throughout the year, this has included a few sailing races.
- Many of our team sail and we encourage those with access to a boat to invite others out to learn to sail
- Spinlock operate a Long Service Award
- We offer an excellent Defined Contribution pension plan that qualifies under Auto-enrolment regulations, where if you contribute, Spinlock will contribute. Spinlock contribution levels are above the minimum required by employers.
- We provide Life Assurance for all employees.
- At Spinlock we enjoy nurturing people and expanding their skills, we allow employees to grow and fulfil their potential. All employees have access to a training portal with over 100 courses.
- We run a full induction process, including Health and Safety and Manual Handling Courses, and support learning through ongoing in-house training and coaching as well as external courses and appraisal process
- We have risk assessments for all activities and procedures which are reviewed regularly.

- Staff are given Customer Service training and procedures are in place. Staff are expected to follow procedures when dealing with internal and external personnel
- Spinlock is ISO:9001 Quality Management System accredited
- We offer training subsidies to all staff every year to spend on personal development of their choice – from pottery to sailing to creative writing to plastering!
- We have an in-house trained Mental Health First Aiders, a service we promote
- We offer all employees paid time off for Flu and Covid vaccinations. We will also cover the cost of flu vaccination
- We care about our team – we show this through small things such as sending birthday cards and messages on MS Teams, celebrating the big events, having treats when we have had a hard week and saying ‘well done’ and ‘thank you’
- We have an employee to employee Recognition scheme. Anyone can raise a nomination that is shared and gives nominated opportunity to be rewarded with a voucher
- We provide a free (with no record system) Well-Being library to all the team. This includes books on lifestyle, cooking, health, exercise, productivity, art, history and mental health
- We share information widely with the team. For example we publish sales data and quality notes on our custom intranet that all team can access
- We use MS Teams and VIVA Engage to promote team interactions, communication and team building
- We try to promote from within the company. We encourage growth in roles, employees to take on more responsibility and driving a passion for their work
- We provide an environment where employees see a long-term future with Spinlock
- We promote a healthy work-life balance through paid holiday leave, Christmas shutdown, flexibility of working day and remote working
- By treating all employees fairly and consistently as detailed in our Employee Handbook and Company Policies and Procedures
- Open door policy to Directors and Managers, ensuring high visibility of Directors
- We provide uniform to those in manual roles. We select robust clothing that wears well. This saves employees’ own clothing and reduces clothes to landfill
- We offer training opportunities for work and training subsidies for personal hobbies/skills.

Community

Spinlock look to support local or Marine charities, schools, groups and projects. This is in a variety of ways from promoting, time, financial, product or through employees;

- Every year employees have the opportunity to paid volunteer leave for four days at a charity/Community Group of their choice. Some have used to support local sports events and others regular volunteering such as being a Governor for local school. This includes TOIL for weekend/evening volunteering.
- Spinlock selects a number of charities each year to support through donations and product funding, either Local to Spinlock or with a Leisure Marine focus. This has included Ellen MacArthur Cancer Trust (who offer sailing trips to children with or recovering from cancer supporting their well being and confidence) with financial support and product support (on going), Sea Sanctuary (who offer sailing trips to those suffering with mental health problems), UKSA (ongoing), IW Wessex Cancer Trust and Daisy Bus and two local youth football teams, Gurnard and Cowes to name a few.
- We support our Suppliers when they take part in challenges to raise money for charity
- We support the Local Foodbank every year and promote IW Toy Appeal (where they distribute toys to Island Children who may not receive a gift otherwise). Alongside annual shoebox appeal – having sent over 300 boxes
- Spinlock take part in team challenges such as Walk the Wight, 24 Peaks for Seafarers UK (successfully completing the event and coming away with ‘Best Team Spirit’ Award and raising £5K!). We encourage staff to be creative in ways they can raise money for the charity focusing on team events
- We are also keen to support those who volunteer in their spare time
- Spinlock gives paid time to those who give blood through the local donor sessions

- Spinlock has links with multiple local education providers and support through tours of workplace, presentations, career events and work experience
- Spinlock donated two RS Quba dinghies to UKSA to support their activities including offering all year 6 Isle of Wight children the opportunity to get out on the water
- We advertise vacancies in local publications to encourage local applications
- We support our local hospice; The Mountbatten Hospice, through supporting employee fund raising efforts
- We promote our time to local community groups and charity through our website, enabling them to get in touch if they need volunteers for a specific project. In the past we have painted a local church hall to get it back in use for the community
- Our subsidised tuck shop profits are donated to local charities

End of Life Product

Spinlock are proud that many of our CONTROL products have a lifespan of over 20 years depending on service history, use and environmental factors. Our PROTECT products are fully serviceable and we design to allow all components to be replaced. We offer an extended warranty once registered. We offer repairs, spares and upgrades on our products to extend their usable life. All our products are serviceable. We invest in our digital service guides available on multiple social media platforms. We offer a support email, telephone and live chat. Our packaging is recyclable in household waste. Products are sent unpackaged by default to reduce waste.

Many of the components of our products are recyclable and if you have any questions please contact us. We consider any changes to material for their recyclable, recycled or biodegradable qualities and are moving towards fully recyclable components where possible.

We are registered with the Environment agency in the UK as a “Small EEE Producer” as we put less than 5 tonnes of EEE on the UK market and a “Small Battery producer” as we use batteries in our products that we sell on the market. Our Producer Registration number is **WEE/BX4116YB**.

Here are some ways in which you can make a difference with your environmental impact by disposing of your Spinlock Electrical goods safely:

Check your **electrical goods** for the crossed-out wheelie bin symbol to see if your item can be disposed of within household waste. All electrical goods with the symbol from the Waste electrical and Electronic Equipment (WEEE) Directive can be disposed of at a WEEE collection point for recycling. To find your nearest WEEE collection point visit www.recycle-more.co.uk

Waste **batteries** can be returned to Spinlock. Please request a Freepost Returns label (we will need to verify your purchase). Batteries should never be put in the general household waste or recycling bins as part of the Waste Batteries & Accumulators Regulations. Spinlock’s Batteries Producer Registration Number (BPRN) is: **BPRN02812**.