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MISSION STATEMENT

OUR MISSION
IS TO PRODUCE THE HIGHEST QUALITY SUSTAINABLE
PRINT WITH HONESTY AND INTEGRITY. INSPIRED BY
FOUR GENERATIONS BEFORE US, DETERMINED TO
FIND THE BEST AND THE MOST ETHICAL ROUTE
FOR GENERATIONS TO COME.



PRIVACY POLICY

WHAT INFORMATION DO WE COLLECT?

We do not store credit/debit card details, nor share those with any third party. We collect information from you when you register as a client with us and place an order with Generation Press Ltd. We store this information & working papers for 7 years in accordance with UK law.

When visiting our website you are not tracked and it is an anonymous visit. We do not take any information nor register customers through our website.

WHAT DO WE USE YOUR INFORMATION FOR?

Any of the information we collect from you may be used in one of the following ways:

TO PROCESS TRANSACTIONS

Your information, whether public or private, will not be sold, exchanged, transferred, or given to any other company for any reason whatsoever, without your consent, other than for the express purpose of delivering the purchased product or service requested.

TO SEND PERIODIC EMAILS

The email address you provide for order processing may be used to send you information and updates pertaining to your order, in addition to receiving occasional company news, updates, related product or service information, etc.

Note: If at any time you would like to unsubscribe from receiving future emails, please contact kate@generationpress.co.uk.

HOW DO WE PROTECT YOUR INFORMATION?

We implement a variety of security measures to maintain the safety of your personal information when you place an order or enter, submit, or access your personal information.

We offer the use of a secure server. All supplied sensitive information is transmitted via Secure Socket Layer (SSL) technology and then encrypted into our Payment gateway providers database only to be accessible by those authorised with special access rights to such systems, and are required to keep the information confidential.

DO WE DISCLOSE ANY INFORMATION TO OUTSIDE PARTIES?

We do not sell, trade, or otherwise transfer to outside parties your personally identifiable information.

CHANGES TO OUR PRIVACY POLICY

If we decide to change our privacy policy, we will post those changes on this page, and/or update the Privacy Policy modification date below.

ETHICAL POLICIES

ETHICAL POLICIES

We believe in ethical business practices. What does that mean? Business now extends far beyond traditional boundaries of simple trades for goods and services with customers. Businesses have a duty to recognise their accountability for the effects they exert on the planet and people. Business practices can affect the fabric of our community, how we treat each other, the amount of biodiversity, to name a couple. It can even effect the global population because of the culture that it promotes or if it increases greenhouse gas emissions. How we treat each other and the environment in business really matters. That is why we have an ethical policy to ensure that we know we are leading by example, for our local, national and global community.

LAW & CODE COMPLIANCE

Our suppliers are expected to comply with and will be monitored to all relevant and applicable laws and regulations of the country in which workers are employed. When differences or conflicts in standards arise, suppliers are expected to comply with the highest standard that is the most in favour of the employees.

1 GP GREEN PAPER/ENVIRONMENTAL POLICY

(See latest generationpress.co.uk/info)

This Green Paper (our Environmental Policy and Eco Programme), which is updated every year, sets out our targets. It's a part policy statement, part road map, part checklist. It provides us with a charter that constantly reminds us of what our environmental and ethical responsibilities are, and that we have a shared commitment to meet them.

2 EQUALITY/DIVERSITY POLICY

We are proud to be an equal opportunities employer and we will ensure that our staff are recruited, developed, remunerated and promoted on the basis of their skills and suitability for the work they are they do here at Generation Press. We value the differences that a diverse workforce brings to a business like ours and will build a culture that promotes meritocracy, openness, fairness and transparency.

It is your right to work in an environment which provides equal opportunities and is free from any kind of harassment, discrimination or intimidation. We will make every effort to ensure that such an environment is created and maintained for all our team.

The principle of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, clients, customers, suppliers and former team members.

ETHICAL POLICIES

2 EQUALITY/DIVERSITY POLICY (cont)

We all have a duty to act in accordance with this guide and treat each other with dignity at all times, and not to discriminate against or harass other members of our team, regardless of their status. Discrimination and harassment are unfair and damage morale and efficiency. If a member of our team discriminates against or harasses another member of our team or a job applicant, they will be subject to the disciplinary procedure. This may include dismissal.

This guide covers all individuals working with us employees, consultants, contractors, interns and agency staff.

Our Management team has overall responsibility for the effective operation of this guide and for ensuring compliance with discrimination law. We must all set an appropriate standard of behaviour, lead by example and ensure that we all understand the importance of this guide and promote our aims to equal opportunities.

This guide also includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

We will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities if and when we need to.

FORMS OF DISCRIMINATION

Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination is where someone is treated less favourably. For example, rejecting an applicant on the grounds of their race because they would not “fit in” would be direct discrimination.

Indirect discrimination occurs when someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. An example of this is, if we had a rule (which we haven't!) that you couldn't wear certain religious symbols like jewellery or clothing.

ETHICAL POLICIES

FORMS OF DISCRIMINATION (cont)

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

Victimisation is also prohibited: this is less favourable treatment of someone who has complained or given information about discrimination or harassment or someone else's complaint.

RECRUITMENT & PROMOTION

We operate a fair and open recruitment process. All our recruitment means are based on fair and objective criteria.

One of the best ways where we find our talent is via you and your networks. We like to limit recruitment advertising where possible and if you are able to help us find people to join our talented bunch, then we will always consider your referral first.

SELECTION

All selection interviews and short-listing will be on an objective basis and deal only with the individual's suitability for the job, taking into account their skills and experience.

OPPORTUNITIES & DEVELOPMENT

We support and enable you to take the initiative in managing your own career with Generation Press. We will always try and support career development (depending on funds) This includes reviews, training and financial support for further education if needed.

If you have a burning desire to try something new within the company, you could consider a lateral career move that allows you to transfer your current skills to a new department. When making a lateral career move, you will often keep the same pay bracket and responsibility level. It is more of a step sideways than a step up the career ladder.

ETHICAL POLICIES

3 GDPR POLICY

Thanks for entrusting Generation Press with your project and your personal information. Holding onto your private information is a serious responsibility and we want you to know how we are handling it. If you decide to use our services then you agree to the collection and use of information about this policy. The personal information that we collect is used for providing you with our services.

WHAT DATA WE COLLECT, WHAT WE USE IT FOR & WHERE IT IS STORED

We collect your name, company name, job title, number, email address and address when we start a project with you. We store this data on Tharstern, our Management Information System. We may use your data to send you some marketing communication a few times a year.

OPTING OUT

If you wish to be removed from our database please contact us at info@generationpress.co.uk and we will remove your record. We do not share any data with any third parties. We do not use cookies, log data or use any third-party service providers.

CHANGES

We may update our Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy to this page. The changes are effective immediately after they are posted on this page.

4 CONFLICTS OF INTEREST

We all have invested interests. Our own interests become an issue of integrity when we act in the interest of ourselves rather than the interest of our coworkers. We believe that everyone we work with should be looking to get the best out of each other. Common activities that cause a conflict of interest include nepotism, self-dealing and excess compensation. We do not accept actions or behaviours that form a conflict of interest.

ETHICAL POLICIES,

CODE OF ETHICS POLICY

The statements below represent the principles that govern our behaviour and decisions at our family-run company. With this code in mind, we believe it will guide good professional relationships.

COLLABORATE

Two minds are always better than one. When we work together, we can access different perspectives, greater resources and more information. We encourage everyone we work with to be part of the collaborative process.

PARTICIPATE

To fulfil our potential, you need to show up and participate with an open mind. We will always explain fully what we are asking of you and listen to any concerns you may have. All participation will be inclusive and considerate.

RESPECT

We believe all good business practices start with respect – for others and for nature. With this foundation, we can build long-lasting alliances. We won't always agree, but when we don't, we make sure it doesn't become personal.

COMMUNICATION

Talking, listening and sharing knowledge, we do it all day, every day. We want to use communication to grow lasting connections. Choose your words carefully and be kind. We do not tolerate verbal insults, exclusionary behaviour or harassment.

INSPIRE

Business shouldn't be boring. It's about creativity, from numbers to colours. We want our people to push boundaries, challenge ideas and find innovative ways of solving problems.

ETHICAL POLICIES

6 MODERN SLAVERY POLICY

It is our responsibility to take a robust approach to slavery and human trafficking. We do not tolerate the use of forced labour or acts of human trafficking. That includes prison, indenture, bonded slavery and other forms of forced labour. We expect our suppliers to monitor their recruitment methods to ensure that people seeking work at their businesses are not compelled to work through force, deception, intimidation, coercion or as a punishment for holding or expressing political views.

7 CHILD LABOUR POLICY

When it comes to young children younger than 16 or under the age of completion of compulsory education, whichever is higher. We don't want to stand in the way of their health, schooling or free time.

We are committed not to do business with organisations that

- (a) employ children younger than 16,
- (b) those under 18 must not be required to perform hazardous duties.

That's why we don't and won't employ anyone younger than 16 years of age and require our subsidiaries to do the same, regardless of the country they're in. We're also committed not to do business with any organisation that employs children younger than 16. We'll include this condition in every contract we sign and reserve the right to break the contract without penalty if our stakeholder violates this condition and

8 refuses to agree on or follow through with an elimination plan.

LOCAL SUPPLIERS

We want to work with suppliers who share our values and outlook on life – people and organisations striving to do business responsibly. We favour local suppliers wherever possible and will always deal with suppliers with honesty and transparency.

EYESIGHT POLICY

INTRODUCTION

Generation Press has a reputation for excellent work and attention to detail. Our eyes help us achieve our goal of sending out the best work.

POLICY

All employees will have access to the Generation Press Eyesight Policy as we feel that 20/20 vision is a gift everyone should have.

THE AIM OF THE EYE TEST

The eye test is to determine whether the employee has any defect of sight that requires correction when working with close-up detail or with a display screen. This means providing special corrective eyewear solely for D.S.E. (single vision spectacles or an alteration to his/her existing provision to accommodate D.S.E. use, e.g. varifocals).

THE TEST PROVIDER

Our preferred eye test provider is Ace & Tate due to their B Corp status, ethical frames, locality and free eye tests.

WHAT YOU CAN CLAIM

If you provide a receipt from Ace & Tate, Generation Press will contribute up to £100 towards the cost of the new or upgraded glasses. However, if you choose another optometrist, we will happily offer £100 towards your eye test/prescription glasses.

INTERVALS BETWEEN EYE TESTS

Generation Press will accept the advice of the approved eye-test provider in such matters.

NON-COMPLIANCE

All employees have a role to play in working towards this.

IMPLEMENTATION OF THE POLICY

In support of this policy, Generation Press would like to know that all employees have had an eye test in the last 12 months.

MONITORING POLICY

The policy will be monitored on an on-going basis.

REVIEWING POLICY

The policy will be reviewed and, if necessary, revised in light of legislation, codes of practice, and organisational changes. Its management will be improved by learning from experience and using established reviews. This policy aligns with current Health & Safety guidelines on Display Screen Equipment regulations.

POLICY AMENDMENTS

We will notify the Company immediately if any amendments, revisions, or updates are made to this policy

ADDITIONAL INFORMATION

If you require any additional information or clarification regarding this policy, please contact your Health & Safety Manager. In the unlikely event that you are unhappy with any decision made, you should use the Company's formal Grievance Procedure. To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are damaged.

MENTAL HEALTH POLICY

Generation Press recognises the importance of mental health and wellbeing in the workplace. We are committed to fostering an environment where employees feel valued, respected and supported in managing their mental health.

POLICY OBJECTIVE

The primary objective of this policy is to promote mental health awareness, reduce stigma and provide resources and support for employees experiencing mental health challenges.

RESPONSIBILITIES

Management will:

Ensure the implementation and adherence to this policy.
Provide necessary resources to support employee mental health.

Human Resources will:

Provide confidential support and guidance to employees seeking assistance.
Maintain confidentiality regarding employee mental health concerns.

Employees will:

Take responsibility for their mental health and seek support when needed.
Respect the mental health of colleagues and contribute to a supportive work environment.

SUPPORTIVE ENVIRONMENT

Generation Press is committed to fostering a workplace culture that promotes mental wellbeing through:

Open communication channels for employees to express concerns.
Flexible work arrangements where

feasible to accommodate individual needs.

Encouraging a healthy work-life balance.

Providing access to mental health resources and information.

CONFIDENTIALITY

We will treat all discussions and disclosures regarding mental health with the utmost confidentiality. Information about an employee's mental health will not be shared with colleagues without explicit consent, except in cases where it is necessary to ensure the safety and wellbeing of the individual or others.

MENTAL HEALTH RESOURCES

All employees can access practical, emotional and financial support from **The Printing Charity**.

NON-RETALIATION

Generation Press has zero tolerance towards discrimination or harassment based on mental health status. We are committed to creating a safe and respectful work environment and prohibit any form of retaliation against employees who seek assistance for mental health concerns or support colleagues in doing so.

REVIEW & EVALUATION

This policy will be reviewed periodically to ensure its effectiveness and relevance. Feedback from employees will be solicited during company meetings and individual surveys to assess the impact of mental health initiatives and identify areas for improvement.

PRINTING CHARITY

MENTAL HEALTH RESOURCES

Although Generation Press is a small company, we still strive to provide our staff with the best possible mental health support through our partnership with the **Printing Charity**.

As one of the oldest benevolent charities in the UK, with a history spanning almost 200 years, this wonderful non-profit organisation is the only dedicated charity for people in the print sector. It promotes mental, physical, and social wellness by focusing on workplace wellbeing, community connection, and personal resilience.

Through the **Printing Charity**, all our staff have access to free, confidential emotional support and practical information and advice in the following areas, 365 days a year, for themselves and their immediate family members.

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Addiction Support

Whether a staff member is facing addiction themselves, supporting and worried about someone else, the Printing Charity is here to help. Will also provide financial assistance for staff facing hardship.

Bereavement and Loss Support

Help is available if staff suffer bereavement themselves or are supporting someone else at home or in the workplace. Will also provide financial assistance for staff facing hardship as a result of bereavement.

Financial Wellbeing Support

Financial assistance is available to any of our staff members facing hardship, along with valuable tips to help maximise their income.

Five Steps to Mental Wellbeing

The NHS has developed an evidence-based guide outlining the five steps that everyone can take to enhance their mental health and wellbeing.

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Housing Support

Information and advice specialists are available to help find ways through whatever housing-related challenges staff may be facing, including renting, disputes between neighbours, and homelessness.

Menopause Support

Whether a staff member is experiencing it themselves or supporting someone else, understanding how the Printing Charity can help starts with a conversation.

Mental Health Support

Help with pressure and stress, information and advice to find practical ways through difficult situations and achieve a good work-life balance.

Physical Health Support

Good physical health is essential for overall wellbeing. Help is at hand with confidential information and advice on ways to support physical health.

Work Support

If a staff member is struggling with changes at work and it's impacting their personal life, the Printing Charity helpline offers access to BACP-trained counsellors.

Just call the Printing Charity helpline on 0333 212 3534 for help with any of the above issues. Alternatively, contact their friendly team on 01293 542 820 or email support@theprintingcharity.org.uk

MENOPAUSE POLICY

Generation Press is committed to providing an inclusive and supportive working environment for all its workers. It recognises that women may need additional consideration, support and adjustments before (perimenopause), during and after menopause. Although the policy refers to women, please consider that 'people who menstruate' also require consideration.

This policy sets out guidelines for employees on providing the right support to manage menopausal symptoms at work. The policy acknowledges that no 'one-size-fits-all' solution exists for menopause, so its intention is to be a support guide for all workers.

POLICY OBJECTIVE

- Educate and inform managers about the potential symptoms of the menopause, and how they can support women at work.
- Raise a broader awareness and understanding among the workforce.
- Outline support and reasonable adjustments that are available.
- Create an environment where women feel confident enough to raise issues about their symptoms and ask for reasonable adjustments and additional support at work.

MENOPAUSE SYMPTOMS

Vasomotor Symptoms

Hot flushes and night sweats

Psychological effects of hormone changes

- Low mood and mood swings

- Poor memory and concentration
- Anxiety/panic attacks

Physical Symptoms

- Headaches
- Fatigue
- Joint aches and pains
- Palpitations
- Formication (creeping skin)
- Insomnia
- Urinary tract infections

Consequences of oestrogen deficiency

- Obesity, diabetes
- Heart disease
- Osteoporosis/chronic arthritis
- Dementia and cognitive decline
- Cancer

N.B. This list of symptoms is by no means exhaustive.

WORKPLACE SUPPORT

Many workplace factors can make working life more difficult for women experiencing menopause, which may make symptoms worse. Generation Press is committed to taking into consideration the concerns listed below:

- Awareness of menopause
- Ventilation and air quality
- Access to drinking water
- Access to toilet/washing facilities
- Control of temperature/light
- Flexible working time rules/break times
- Flexible policies which penalise women because of their symptoms
- Negative attitudes
- Excessive workloads
- Workplace stress
- Unsympathetic line managers /colleagues
- Bullying and harassment

BIRTHDAY LEAVE POLICY

Generation Press values the wellbeing of its employees and acknowledges the importance of celebrating birthdays. As of the 1st of January 2024, all staff members will be entitled to take an extra day off on their birthday or the closest working day to it.

ELIGIBILITY

All full-time and part-time employees are eligible for birthday leave.

TIMING

Birthday leave can be taken on the employee's birthday or the closest working day to that day. If the birthday falls on a weekend or public holiday, it can be taken on the preceding or following working day.

DURATION

Eligible employees are entitled to one additional day of paid leave taken as birthday leave.

REQUESTING BIRTHDAY LEAVE

Employees must request birthday leave in advance, following the company's standard leave request procedure.

APPROVAL

Generation Press reserves the right to reschedule birthday leave requests if they significantly impact business operations.

CARRYOVER & EXPIRY

Birthday leave cannot be carried over.

POLICY REVIEW

This policy will be reviewed periodically to ensure its effectiveness and relevance to the company's objectives and employees' needs. Any updates or revisions to the policy will be communicated to all staff members in a timely manner.

PRINT RETURN SCHEME POLICY

All our prints and packaging are recyclable. To help our customers, we have launched a 'Print Return Scheme', which we communicate on specially designed labels and send out with every print job. We encourage customers to recycle small quantities of unused prints and packaging using their local recycling services, thus minimising transport and impact. For large quantities, we will collect and recycle ourselves. Please contact us for details on the most sustainable option for recycling.

To arrange please contact Info@generationpress.co.uk

DISCOUNTED SERVICES POLICY

At Generation Press, we believe in giving back to our community and supporting those who need it most. As part of our commitment to social responsibility, we offer discounted services to registered charities and underrepresented groups.

STANDARD DISCOUNT

Eligible organisations will receive a specific percentage discount on all our services.

ADDITIONAL SUPPORT

Depending on the nature and scope of the project, we may also consider additional discounts or pro bono services on a case-by-case basis.

SUPPLIER CODE OF CONDUCT POLICY

Generation Press is committed to conducting business in a socially and environmentally responsible manner. We expect our suppliers to uphold the same standards and practices. This Supplier Code of Conduct outlines the principles and requirements that all suppliers must adhere to when conducting business with our company.

Compliance with Laws & Regulations

Suppliers must comply with all applicable local, national and international laws and regulations, including but not limited to labour, health and safety, environmental and anti-corruption laws.

LABOUR & HUMAN RIGHTS

Fair Treatment

Suppliers must treat all employees with respect and dignity, ensuring no discrimination, harassment, or abuse.

Forced Labour

Suppliers must not engage in or support any form of forced labour, human trafficking, or modern slavery.

Child Labour

Suppliers must comply with minimum age requirements and must not employ child labour.

Wages & Benefits

Suppliers must provide fair wages and benefits that meet or exceed legal requirements.

Working Hours

Suppliers must comply with applicable laws regarding working hours, rest periods, and overtime pay.

HEALTH & SAFETY

Suppliers must provide a safe and healthy working environment for all employees.

This includes:

Ensuring access to clean drinking water, sanitation, and emergency medical care. Implementing safety protocols and training to prevent accidents and injuries.

Regularly inspecting and maintaining equipment and facilities to ensure they meet safety standards

SUPPLIER CODE OF CONDUCT POLICY

ENVIRONMENTAL RESPONSIBILITY

Environmental Laws

Suppliers must comply with all relevant environmental laws and regulations.

Sustainable Practices

Suppliers must strive to minimize their environmental impact by adopting sustainable practices, such as reducing waste, conserving energy, and managing resources efficiently.

Hazardous Materials

Suppliers must properly manage and dispose of hazardous materials to prevent environmental contamination.

ETHICAL BUSINESS PRACTICES

Anti-Corruption

Suppliers must not engage in any form of bribery, corruption, or unethical practices.

Confidentiality

Suppliers must protect the confidentiality of Generation Press' proprietary information and respect intellectual property rights.

Transparency

Suppliers must maintain accurate and transparent records of their business operations and be open to audits and assessments by Generation Press or third-party auditors.

COMMUNITY ENGAGEMENT

Suppliers are encouraged to engage positively with the communities in which they operate, contributing to social and economic development and respecting local cultures and traditions.

MONITORING & COMPLIANCE

Assessments

Generation Press reserves the right to conduct audits and assessments of suppliers to ensure compliance with this Code of Conduct.

Corrective Actions

Suppliers are expected to address any non-compliance issues identified and implement corrective actions promptly.

Termination

Failure to comply with this Code of Conduct may result in the termination of the business relationship with Generation Press.

Continuous Improvement

Suppliers are encouraged to continuously improve their social and environmental performance and adopt best practices in their industry.

Acknowledgement

By conducting business with Generation Press, suppliers acknowledge and agree to adhere to this Supplier Code of Conduct.

