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## Social Responsibility Policy

Paperpunch is an office supplies reseller and a member of the Office Friendly business community. We recognise the importance of operational and supply chain sustainability through our participation in the Weaver sustainability programme. We are committed to minimising the environmental impact, increasing the sustainability of our operations and complying with all relevant social responsibility legislation.

At Paperpunch we currently address social responsibility through charitable donations, volunteering, and through implementing employee wellbeing initiatives.

Aoife Connaughton is responsible for ensuring that the social responsibility policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Social responsibility is a key pillar of operational and supply chain sustainability. To meet our goals in social responsibility, we will:

- Provide our employees with regular training on wellbeing
- Promote equality and consider the interests of our employees including their welfare, health and safety
- Provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment
- Provide, and strive to maintain, a clean, healthy and safe working environment
- Support local charities and provide employees with the time to participate in volunteering days
- Continue to sponsor or provide monetary donations to local charities, sports clubs, societies and youth groups
- Support the surrounding community by employing local people
- Ensure that we are legally compliant with existing and future social responsibility legislation
- Only conduct business suppliers and contractors who adopt responsible business policies and practices

An action plan will be communicated to our employees, clients and suppliers through use of our website, general communications and regular staff meetings. This social responsibility policy will be

made available to all members of staff so they can see our commitments, initial actions and the subsequent results. A full review of this policy will take place on an annual basis.

We provide regular training to our staff to ensure that they are kept informed and included in our social responsibility activity. New staff receive social responsibility training as part of their induction.

Maria W<sup>c</sup> Ginley

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**Job Title/Position: Director**  
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**Date Approved: 18<sup>th</sup> November 2021**