

CORPORATE SOCIAL RESPONSIBILITY POLICY

A) DEFINITION

Corporate Social Responsibility (CSR) is a concept whereby an organisation recognises that its business operations and processes may have an impact on social, economic and environmental issues outside of the workplace. It also represents a commitment to ensuring and maintaining socially responsible behaviour in an organisation.

B) OBJECTIVE

We seek to sustain a business that is successful and respected in its ethical standing by our stakeholders. These include directors, employees, investors, customers, clients, regulators, suppliers and the community. We embrace the role our business plays on a day to day basis in contributing to a better society.

C) POLICY

We are aware that the running of our business will, in many ways, affect our place of work, the community and the wider environment in which we operate. We believe that the way we run our business can and should make a positive difference in these areas and we aim to ensure that continued efforts are made to achieve that.

Our corporate social responsibilities are identifiable in the following areas:

1. Environment

We are committed to minimising adverse impacts our activities have on the environment and to proactively implement initiatives as defined in our Environmental Policy (GN A006).

2. Charitable/community work

Our organisation is keen to support community initiatives and charitable work. We do this in the form of sponsorship, donations to national and local charities which may be suggested by our staff, and the funding of community projects. Every suggestion is given due consideration.

3. Education

We recognise the importance of education in our community and supporting individuals during this process is key to advancement. We actively encourage our employees to take up training courses, usually funded by ourselves. Where possible, we accept work experience placements when approached by educational institutions or students.

4. Our employees

Involvement: We keep our staff fully informed of our policies and procedures and we encourage them to share their ideas with us on both internal processes affecting them, and the way our service is provided to customers/clients. We maintain an open and honest approach to all of our communications.

5. Equal Opportunities:

We are committed to providing an environment of equal opportunities for all members of our workforce. None of the protected characteristics set out in the Equality Act 2010 shall be taken

Results that count

to a detrimental effect in any decision involving recruitment, promotion, provision of facilities or treatment of staff and stakeholders. Our commitment is defined in our Equal Opportunities Policy in our Employee Handbook (GN A009) and is monitored for effective implementation.

6. Combating Slavery and Human Trafficking

We acknowledge our responsibilities in relation to tackling modern slavery and are committed to complying with the provisions in the Modern Slavery Act 2015. As defined in our Modern Slavery Statement (GN A039), we have a zero tolerance to slavery and human trafficking and expect all those in our supply chain and contractors to comply with our values.

7. Business partnerships

We prohibit any form of bribery or anti-competitive behaviour. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery and anti-competitive laws applicable in the UK and the countries within which we do business. Integrity and transparency are of utmost importance to us and we have a zero-tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the company.

We will strive to engage with local suppliers and businesses where possible to meet the business' operational needs, in order to support businesses within our area and decrease our carbon footprint.

In respect of our entire CSR initiative, we expect no lesser standards from our suppliers and business partners.

D) ONGOING COMMITMENT

We are fully committed to the principle of CSR and aim to ensure that no relevant policy decisions are made within the business, without first evaluating the potential CSR impact.

A handwritten signature in blue ink, appearing to read "Graham C. Hill".

Graham C. Hill
Managing Director

12th January 2022