



CORPORATE SOCIAL RESPONSIBILITY POLICY

PURPOSE

The purpose of this policy is to set out the values of the organisation in relation to corporate social responsibility, with particular emphasis on the environment.

DEFINITION ETHICS

Corporate Social Responsibility (CSR) is about how companies conduct their business in an ethical way, taking account of their impact economically, socially, environmentally and in terms of human rights. CSR includes social partners such as local communities, and global responsibilities such as protecting the environment and ensuring good labour standards in overseas suppliers.

STATEMENT FROM THIS ORGANISATION

We pride ourselves on being a trustworthy organisation, built on integrity & honesty. We strive to provide a workplace where our employees' dignity and privacy are respected at all times, and we actively encourage a culture of tolerance and courtesy. We value equality, are respectful of the rights and beliefs of our employees and clients. We are always careful not to harm others and to act within the remit of current legislation.

IMPACT ON THE ENVIRONMENT

The organisation is committed to acting responsibly, and not damaging the environment. All employees are required to take this seriously and:

- ♻️ Recycle materials wherever possible.
- 🖨️ Not print off emails unnecessarily.
- 🤝 Consider the ethical stance of suppliers before placing orders.
- 🗑️ Dispose of any chemicals responsibly and carefully.
- 🌍 Think about the impact of their actions on the local community.

INTERACTIONS WITH THE COMMUNITY

- It is important to the organisation to develop good relationships with the community where the organisation operates. Employees are encouraged to become involved in community activities and might (depending on business demands) be allowed some time off to assist in community events. Employees must make every effort not to damage the relationships that the organisation has with the community.

SIGNED

Sean Haren



INDUCTION PROCESS

- All employees must be introduced to the approach the organisation takes to CSR and the environment during the induction process. The Operations Manager is responsible for ensuring that this has happened, and that employees have understood all aspects of the ethical stance.

TRAINING

- All employees participate in the training sessions explaining the approach of the organisation to CSR and the environment and how this has an impact on the activities carried out within the organisation.
- INTERACTIONS WITH CUSTOMERS AND SUPPLIERS
- All interactions with customers and suppliers should follow the ethical stance of the organisation. Any deliberate non-adherence with the ethical stance may result in disciplinary action.

CORPORATE SOCIAL RESPONSIBILITY

PRODUCT DEVELOPMENT

The development of all products and services within the organisation must be carried out within the guidelines set by the ethical stance.

COMMUNICATION

All communications from the organisation must adhere to the ethical stance as set out in this policy.

SIGNED

Sean Haren

