

## **Introduction**

This document sets out the Company's approach in respect of Corporate Social Responsibility (CSR) and Sustainability.

## **Responsibilities**

The Directors are responsible for the implementation of this policy and making it available to all necessary resources to inform them of Company's goals and corporate responsibilities.

The responsibility for compliance with this policy rests firmly with all employees

## **Communicating the Policy**

The policy is published on the Company's main server. Employees are briefed on this policy at induction and employees are encouraged to contribute to the achievement of its objectives and to provide feedback and suggestions, comment and actions.

## **Principles**

The Company seeks to display good corporate citizenship in all aspects of its activities and recognises that we must integrate all of our operations and business values in order to satisfactorily meet the expectations of our stakeholders. Such stakeholders include our clients, employees, suppliers, investors, regulators, the community as a whole and the environment.

The Company Recognises that its social, economic and environmental responsibilities to these stakeholders are integral to the Company's business and it is therefore our intention to demonstrate these responsibilities through our actions and within our corporate policies.

The Company will ensure openness and honesty in the communication of its goals, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.

## **Sustainability**

The Company operates its professional activities and management of the organisation in a manner that enables everyone to realize their potential and improve their quality of life while protecting the environment. It is committed to continually improving the integration of sustainability into our working environment and business processes. Our aim is to play a proactive role in contributing to the achievement of sustainability whenever we have influence.

## **Company Values**

Striving to adhere to the highest values in all our activities we shall endeavour to be an exemplar of good practice and shall encourage our stakeholders and partners to adopt appropriate socially responsible policies and practices to include professionalism, transparency and accountability, respecting equality and diversity, commitment to services of the highest quality and responsiveness to our stakeholders.

## **Partnership Focus**

Through effective partnership we shall continue to develop our working relationships to ensure a high level of business performance while minimising and effectively managing risks.

In accordance with our ISO 14001 registration we shall continue to improve on our environmental performance and through our own programmes encourage our associates, suppliers and subcontractors to adopt positive policies and aspire themselves to ISO 14001 registration.

The Company encourages the development of voluntary actions that the business can take over and above compliance with minimal legal compliance to address both its own competitive interests of the wider society.

## **Feedback**

The Company adopts an inclusive approach and seriously all feedback received from stakeholders and where possible encourage open dialogue to ensure that we fulfill the requirements within this policy.

## **Whistle Blowing**

The Company believes in openness and honesty and is committed to the highest standards of accountability. In line with these values and commitments we expect staff and others that we deal with who have serious concerns about any aspects of the Company's work to come forward and voice those concerns.

## **Initiatives**

### **Energy Conservation**

- Energy usage reduction for offices.
- Segmented /zone lighting for energy reduction.
- Low energy lighting.
- Power turn off policy for PCs, copiers, chargers, etc.
- Conference calling rather than traveling to meetings.
- Reducing paper usage by double side printing and sending files electronically.
- Use of paper and timber from sustainable sources.

### **Recycling**

- Waste paper collection for recycling.
- Printer cartridge collection for recycling.
- Returning unused materials to suppliers.
- Returning used / unwanted containers and packaging to suppliers.
- Recycling programme for paper, cardboard, plastic cups, trade magazines, bottles, etc.

### **Management of Waste**

- Training employees to be aware of waste responsibilities.
- Purchasing – careful evaluation & selection of materials to prevent over-ordering and reduction of waste.
- Working with suppliers to minimise waste.
- Site Waste Management Plans.
- Delivering toolbox talks on the Waste Management Plans.
- Reduction of waste by ensuring unused materials is returned to stores for re-issue, where applicable.
- Segregation of waste
- Reduction of waste disposal to landfill.

### **Transport**

- Managing work from the nearest regional office
- Fare loans to encourage use of public transport
- Car sharing scheme.

### **Water Conservation**

- Turn off tap policy.
- Avoiding the use of bottled water and plastic cups.

### **Charitable Organisations**

- Sponsorship to Walk for Relief.
- Sponsorship to Sport Relief.
- Sponsorship to annual cancer relief balloon race.
- Sponsorship to Walk for Relief.
- Sponsorship to junior sporting activities.

### **Performance Monitoring**

- Overall Management System Review.
- Internal Audits.
- Electricity, Gas and Water usage record reviews.
- Paper usage record review.



Signed.  
**Rai Boix**  
Operations Director

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