



Corporate Social Responsibility

Statement of Policy

Corporate responsibility

The Company recognises its corporate and social responsibilities towards customers/clients, employees, shareholders, suppliers and other stakeholders. The Company is committed to making lasting real contributions to the local communities in which we operate. The Company is committed to being a good employer and reducing our carbon footprint and promoting environmental sustainability.

Workplace

The Company provides equal opportunities both to job applicants and existing employees, recognising that our reputation depends on the wellbeing, effectiveness and skill base of our employees. The Company is committed to the equal treatment of all employees and promotes the prohibition of discrimination, in areas including equal pay, fair treatment and employment opportunities for a diverse workforce.

The Company offers flexible working arrangements where practicable to help employees achieve a good work/life balance.

The Company provides workplaces of a high standard for the benefit of our employees and customers/clients, with equally high standards of adherence to health and safety requirements.

Environment

The Company seeks to minimise the environmental impact of its activities.

The Company is committed to preventing pollution, minimising waste from its offices and workplaces and adopting good environmental management practices. The Company seeks to improve the efficiency of its use of resources by conducting activities and operations in line with current environmental legislation and best environmental practices. The Company's robust environmental management system is integrated into all business processes.

The Company runs environmental awareness training for its employees and works with suppliers that share our own high environmental standards.

Community

Employees regularly take part in volunteering projects and are encouraged to participate in local community projects, or projects of their own choosing, that carry particular resonance for them.

Many of our employees are from the areas local to their workplaces and we aim to build long-term relationships with the local community and local groups.

The Company sponsors local charities, which support vulnerable people, many of which are nominated by employees or members of our local community.

Dated: 1 October 2018

Review date: 1 October 2019

Signed:

A handwritten signature in black ink, appearing to read 'M Campbell', written in a cursive style.

Martin Campbell
Managing Director