



CORPORATE SOCIAL RESPONSIBILITY POLICY

GENERAL STATEMENT

&

OUTLINE OF MAJOR PROGRAMMES / PROJECTS

Our company recognises the importance of exercising corporate social responsibility (CSR).

Our definition of CSR is the commitment to and implementation of the collection of requirements (i.e. those that are applicable or relevant to our business) that are set out in the following British or International standards or codes of practice that are not mandatory i.e. whose implementation are not as yet mandatory under UK law:

- ISO 14001, in relation to best practice environmental management, which is in itself covers one major aspect of CSR – certification against which, under UKAS accreditation, we are working towards
- ISO 9001, in relation to best practice general business management, although there are no direct references to CSR in this standard – to which we are already certificated by the UKAS accredited certification body, Insight Certification / NSI

All of the above voluntary schemes also contain a clearly stated or strongly implied requirement that our business complies with all applicable statutory requirements but they do not clearly specify or recommend which particular, separate, CSR specific scheme or standard, if any, should be adopted and implemented – there being several available, each aimed at different corporate or governmental or national / multi-national group or level of management. We have also identified the most popular CSR specific and / or closely related British and International business ethics standards, as listed below:

- The Companies Act (UK legislation)
- [The Modern Slavery Act 2015 – Chapter 30 \(UK legislation\)](#)
- [The Equality Act 2010 –Chapter 15 \(UK legislation\)](#)
- BS ISO 26000 – Guidance on social responsibility
- BS 8900Guidance for managing sustainable development
- BS ISO/IEC 38500 – Corporate governance of information technology
- BS EN ISO 22301 – Societal security - Business continuity management systems – requirements (replaces previously listed BS 25999)
- SA 8000 (a management system tool)
- AA 1000 Stakeholder engagement standard 2011 (AA1000SES)
- Universal declaration of Human Rights
- ILO Declaration on Fundamental Principles and Rights at Work

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- Principles contained in the Rio Declaration on Environment and Development
 - The “White Paper” on Corporate Government, promoted by OECD and IFC (World Bank) – this being a voluntary initiative, which seeks to strengthen and harmonize the diverse aspects and characteristics that identify, a “good corporate governance”

Further, the main or most influential CSR organisations or schemes other than those promoted or initiated by general standards’ bodies such as BSI, ISO, etc. that we have identified are as follows:

- The United Nations (UN) initiative “Global Compact” (this being a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption
- World Business Council for Sustainable Development;
- Institute of Social and Ethical Accountability;
- CSR Europe
- The UK based ‘CORE’ (Corporate Responsibility Coalition) – taking its lead primarily from the UK The Companies Act, that emphasises Directors’ responsibilities for CSR *

We have not until now made commitment to any of the previously listed standards, but through our own internal audit and review processes, we believe we already comply with the applicable requirements within them, based on our commitment to the CORE initiative its associated ‘The Companies Act – Directors’ Duties Guidance’ publication

Thus, the company has determined that the most appropriate commitment for it to make, initially, would be to: (a) recognise and comply with the requirements of the CORE organisation which is based primarily on UK legislation; and (b) recognise and comply with the requirements of BS ISO 26000 as this is both a British and Internationally adopted standard.

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In making these commitments the company recognises and will take improvement action where necessary, within its sphere of influence, including where reasonably practicable its supply chain, on the following issues (this is not intended to be an exhaustive list):

- Child labour; Forced labour; Fair trade; Health and safety; Unfair discrimination; Freedom of association; Fair pay; Anti-corruption; Environmental impact; Working hours
- In respect of the most relevant UK legislation i.e. The Equality Act 2010 - Chapter 15 and The Modern Slavery Act 2015 – Chapter 30, the company is wholly committed to: implementation of those requirements within the Acts that are within its ability to implement; and / or projection of influence, within its sphere of influence, so as to encourage or assist other parties to implement those requirements. It is recognised that the main concerns of The Modern Slavery Act are:
 - Part 1 - Offences
 - 1 -Slavery, servitude and forced or compulsory labour
 - 2 - Human trafficking *
 - 3 - Meaning of exploitation
 - 4 - Committing (an) offence with intent to commit (an) offence under section 2*
 - Part 6 – Transparency in Supply Chains etc.
 - Clauses (1) to (8) inclusive

The company engages in social and charitable activities within the local and wider / world-wide community, sometimes through activities engaged in by certain employees acting as individuals rather than as company representatives but supported by the company. The specific activities are identified as part of our management review process.

The most significant improvement activities undertaken by the company as a corporate entity will include carbon emission reduction or mitigation measures managed through our developing 14001 environmental management system i.e. the migration from conventionally fuelled vehicles to hybrid (part electric) or all electric vehicles, initially for those working in the Greater London area and our proposal to plant a significant number of new trees.

Our **Directors** can provide, on request, specific details on the various CSR projects we are engaged in through our environmental management and other improvement programmes

This policy will be reviewed annually as a minimum and, if necessary, reviewed and revised at other appropriate times in the light of circumstances, legislative, regulatory or organisational changes and through the operation of this policy, we aim to achieve continual improvement in our corporate social responsibility management performance.



Signed: _____ Date: Sept 2018

Victor Adams, Director