

CORPORATE SOCIAL RESPONSIBILITY POLICY

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment.

- We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.
- The CEO is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

Our partnership focus:

- We shall ensure a high level of business performance while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our stakeholders
- We shall support the development of our external stakeholders through led training courses and using our facilities for all of our business partners to hold seminars and industry meetings
- We shall encourage suppliers and contractors to adopt responsible business policies and practices
- We will endeavour to resolve customer complaints in accordance with our Quality Management System and Policy.
- We shall support and encourage our employees to help local community organisations and activities in our region, particularly our employees chosen charities.
- We work with local schools, colleges and universities through donation of computer equipment.
- We shall operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and provide resources to enable their continual development.
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement.
- We shall provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment
- We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work
- We shall develop Environmental policies and objectives as part of the business planning cycle.

This Corporate Social Responsibility Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Signed:



Mark Henderson

Date:01/02/18.....

Position: CEO

Prepared By Karla Swain	Reviewed By Martyn Howells	Approved By Mark Henderson	Issue: 4 Rev 01 February 2018
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