

Corporate and Social Responsibility (CSR) Policy

Definition

We define CSR as the integration of our business activities and values, whereby the interests of all stakeholders including Clients, suppliers, employees, investors, local and wider community and the environment are reflected in the company's policies and actions.

Purpose

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 this policy.

Commitment

We are committed to:

- Understanding the ethical, sustainability, legal, social and economic implications and impacts of our business policies and practices.
- Maintaining our business reputation through the quality, value, integrity and professionalism of our Services
- Encouraging our suppliers, Clients and business partners to develop awareness of these issues within their own operations.
- Regularly reviewing this policy and to strive to continuously improve our performance, and to meet all relevant legislation.

Corporate Governance

We commit ourselves to the continuation of:

- Upholding the values of honesty, partnership and fairness in our relationships with all our stakeholders.
- Respecting and never irresponsibly using the confidentiality of information received in the course of our business.
- Clearly and openly setting out in our contracts the agreed terms, conditions and the basis of our relationship and operating in a way that safeguards against unfair business practices. We will agree, and adhere, to reasonable and acceptable payment terms.
- Monitor and responding to Client and supplier feedback, whether positive or negative.
- Providing a clean, safe and healthy working environment for our employees.
- Assessing the ethical credentials of suppliers and Clients (e.g. environmental impact, local community, social, sustainability (of sources) etc.)

Stakeholders

We shall endeavour to develop and support relationships with stakeholders who demonstrate responsible and ethical business policies and practices.

We shall endeavour to understand and respond to the requirements of all stakeholders as far as reasonably possible.

Local Community

We aim to understand the needs of the local community and any impact our activities may have upon that community.

We support local community organisations and activities in our region, particularly our employee chosen charities and actively encourage and support our employees to help with local community schemes and charitable fund raising activities.

Environment

We endeavour to minimise our impact on the environment through a commitment to environmental protection practices including key contributors such as pollution and nuisance control, energy and waste management.

We also aspire to purchase environmentally friendly materials and encourage our suppliers' co-operation in this objective.

We strive for continual improvement in the performance of these practices.

Human Rights

We aim to support and respect the protection of internationally proclaimed human rights, and to ensure that our business is carried out in such a way that we are only providing support and working with people, organisations and in countries who strive to observe the UN Declaration on Human Rights.

Our procurement policies incorporate this aim by selecting suppliers who observe and support these rights throughout their supply chain.

Equality & Diversity

We strongly support and actively pursue equality and diversity in all aspects of our business.

We are committed to offering equal opportunities to all employees in their recruitment, training and career development, having regard for their particular aptitudes and abilities. Full and fair consideration is given to current or potential employees with disabilities.

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect.

We do not discriminate against employees, suppliers, Clients or other stakeholders in term of race, colour, ethnic or national origin, first language, sex, sexual orientation, gender reassignment, marital status, pregnancy / maternity, religion or belief, disability or age, in line with their rights under the *Equality Act 2010* and Article 14 of the *Human Rights Act 1998*.

We will not tolerate such discrimination on the part of others, and we believe it is the duty of each individual and organisation working with us to uphold these values in every part of their dealings with us.

Date: 4TH JAN 2013

Managing Director:

