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Corporate Social Responsibility Policy

Introduction:

“CSR” is a term used to describe how organisations conduct their business. This means that as well as making a profit, other social responsibilities are taken very seriously such as: acting ethically; treating people fairly & with respect; limiting damage to the environment; and making a positive difference to the communities in which work is carried out

Our purpose:

Our Company aims to be recognised as an organisation that is transparent and ethical in all its dealings as well as making a positive contribution to the communities in which we operate.

We are committed to the following core values in all aspects of our work, including the fulfilment of our social responsibility:

- **Clear direction and strong leadership**-to encourage all working on our behalf to enhance the communities in which we work
- **Customer focus**-putting our customers & their needs to the forefront will enable us to build on the development of positive working relationships with clients & others involved in our projects
- **Respect for people in the community**-engaging & consulting with others to establish open positive communications,
- **Diversity & equality of opportunity**-for progression & advancement with our company as employees & valued suppliers
- **Delivery of best value of service**-so that work of the highest quality is delivered with respect for the environment & surroundings
- **Openness and transparency**- in our dealings with clients, supply chain, occupiers & neighbours to deliver the highest ethical standards of service
- **Financial probity**- we will continue to maintain healthy levels of profit to ensure the ongoing security of all who work on our behalf
- **Positive impacts**-on everyone who we come into contact with as our good name & reputation is so important to us. We want to be remembered by everyone as the “Good company that did the job well & showed great care”

Other Policies to support these values are:

- Environmental, Sustainability & Waste Management Policy
- Equal Opportunities Policy
- Health, Safety & Welfare Policy
- Business Continuity Plan
- Business aims

We intend to make this Policy work by taking the following actions:

Environment:

- **Use as little to our natural resources as possible**-Energy, Waste & Water
- **Prevent pollution & waste management**-prevent contamination of water courses & drains, minimise use of materials, reuse & recycling wherever possible
- **Being efficient**-making best use of transport & travel using economical means

Community:

- **Being a good neighbour**-informing neighbours of work, considering & understanding their needs, consultation, keeping noise levels down to a minimum
- **Engage with local people**-protecting & supporting them during our work which could cause concern
- **Charitable work**-we carefully select local community organisations to support, donate services or left over items to good causes whenever we can

Our Team & Workplaces

- **Everyone is trained & competent**-so that they can work safely returning home in good health leading to a long successful career & able to support their family
- **Learning & Development**-everyone is encouraged to develop themselves to create to well motivated strong workforce who will do well
- **Equality & Diversity**-the most important thing to us is the ability to do the job well, as such we hope that the best people will want to work with us regardless of their background or any other factors
- **Involvement & Communication**-our team are consulted regularly so that they are encouraged to put forward ideas & contribute to each day & the future too

Customers & Suppliers

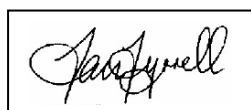
- **Good relationships**- based on goodwill, trust, respect & mutual benefits are key to setting up & retaining long standing working relationships. Via communicating clearly & positively will all we will achieve these goals
- **Ethical behaviour**-ensure that fair costs are agreed & payments made on time with openness & transparency in a professional manner
- **Managing risk**-all risks to business, financial, people, places & the premises by carefully considering the impacts of: plans; decisions; actions & affects

Review & report-does our Policy work as intended?

- **Feedback**-any comments received or observations made by anyone that affects this or any other policy shall be investigated & acted upon, whether this be positive or negative
- **Periodic review**-management will review these arrangements periodically so see if these strategies are making a positive difference. If not ask questions & take actions to make improvements

This Policy has been adopted & issued to all relevant parties who have a stakeholder interest in our organisation via instruction, receipt of hard copy, e mail or our web site.

Signed:



Ian Tyrrell (Commercial Director) Dated: 2nd April 2013

Scheduled date of next review of this Policy: April 2014 unless required earlier