

Corporate social responsibility Policy

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Corporate social responsibility Policy

1. Introduction

Workplace Group is committed to promoting protection of the environment; supporting charities and local communities; promoting equal opportunities; ensuring safe and efficient working practices; and working with suppliers who uphold similar values.

2. People

We recognise that our people are our greatest asset and key to continued growth and success and as such, we are committed to providing careers and working environments in which our people can achieve to their fullest potential. We have a very open approach to information and our employees are encouraged to discuss operational issues with their line management and to suggest ways to improve performance and efficiency.

Developing future talent is fundamental to us and our apprenticeship scheme and investment in our staff help us to have a low staffing turnover, we value and invest in our staff and many have gained their CSCS card and undertaken ISOH training.

3. Workplace Group our commitment to our staff

- Provides clear and fair terms of employment for our employees
- Provides clean, healthy and safe working conditions
- We have a fair remuneration policy
- We strive for equal opportunities for all present and potential employees
- We encourage employees to develop skills and progress in their careers We do not employ under-age staff We ensure that staff are aware of the Group's policies on insider trading, bribery and inappropriate gifts, money laundering and whistle blowing
- We encourage a harmonious working environment with zero tolerance to bullying or to any form of harassment linked to an individual's sex or other personal characteristics.
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4. Equal Opportunities

We are committed to a policy of equal opportunity and diversity in employment and therefore make every effort to select, recruit, train and promote the best candidates based on suitability for the job; to treat all employees and applicants fairly, regardless of race, sex, marital status, age, nationality, ethnic origin, religious belief, sexual orientation or disability and to ensure that no employee suffers harassment or intimidation.

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5. Disabled employees

It is the policy of Workplace Group to provide employment and to make reasonable adjustment to accommodate disabled staff whether it is a new member of staff or an existing employee who has become disabled.

6. Health, Safety and Welfare at Work

The health and safety, welfare and wellbeing of our employees, our clients and others is of paramount importance to us. It is our policy to create and improve standards of Health and Safety, which will lead to the avoidance and reduction of risks. We makes every reasonable and practicable effort to provide safe and healthy working conditions in all our clients' sites.

It is the duty of all employees to exercise responsibility and to do everything they can to prevent injury to themselves and to others. The policy standards and procedures are communicated to employees through contracts of employment, staff hand books, operating manuals, bulletins and notice boards and staff training as appropriate. A detailed Health and Safety Policy Statement is displayed on the notice board in our office.

7. Information security

We are committed to ensuring the integrity and security of our business information with particular attention given to personal and sensitive data where inappropriate use or inadequate maintenance and safeguarding could have serious repercussions. Staff are aware of their duty to raise any concerns of information tampering regardless of whether it is internal or an external attempt to obtain information

Our policies and procedures are based on its requirements for a secure operating environment, both on the internet and on or off site.

8. Environmental Issues

Environmental savings make good business sense. Our primary objective is to minimise our carbon footprint and any negative impact we may have on the environment.

To identify, recycle, reuse and reduce the dispose of waste arising from our operations in a manner that minimises harm to the environment and prevents pollution of land, air and water and to reduce the consumption of energy and water and use renewable and/or recyclable resources wherever practicable

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To encourage our suppliers and subcontractors to implement good environmental practices and procedures which support our own objectives and targets

Currently;

- We have purchased vehicles with low emission
- Have arranged partnerships with more local transport companies, where we can reduce our travelling.
- Installed energy saving LED lighting in our office.
- Recycling of all paper, cardboard and related materials, furniture, components and fixings.
- Recycling of used printer cartridges and mobile phones.
- Reuse of scrap paper for note pads

9. Charitable giving

Workplace Group supports local charities and organisation, we have been able to supply furniture or goods of another nature to Schools, churches, surgeries and the Lord Mayor.

10. Stakeholders

Workplace recognises that without the support and understanding of our employees, our customers and our suppliers, as well as the local community and the environment in which we operate, we would not be able to operate. Our reputation and commitment to quality of service is one of our key assets and adhering to the highest standards of integrity, personal conduct, ethics and fairness is deemed to be of vital importance, which allows us to maintain our relationships for many years.

11. Our customers

We will always seek to be honest, open and fair in our relationships with our customers by providing the standards of product and service that have been agreed and by going beyond the call of duty to ensure client satisfaction.

12. Suppliers

We will always seek to be honest, open and fair in our relationships with our suppliers and subcontractors.

To pay suppliers and subcontractors in accordance with agreed terms and to have a policy not to offer, pay or accept bribes or substantial favours and to encourage suppliers and subcontractors to abide by the same standards and principles.

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13. Investors

Workplace group is financially accountable to its partners and aims to protect investor's funds, manage risks and ensure funds are used as agreed, to ensure all payments are made and any debt recovered amicably.

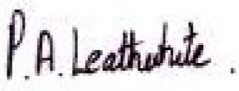
14. Local communities

We aim to make the community in which we work, better places to live and do business, we aim to be sensitive to the local community's cultural, social and economic needs and will always aim to recruit from our local community

15. Approval for this statement

This statement was approved by the Managing Partner Mr Philip Leathwhite

Signature



Date 14/04/2016

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