

## CORPORATE SOCIAL RESPONSIBILITY POLICY

### Introduction

This policy sets out the Reach Active Group's (the Group) approach in respect of Corporate Social Responsibility (CSR).

### Our principles:

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, regulators, 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 Managing Director 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 to this policy rests with all employees throughout the company.

### Values

Our stated values are as follows:

- professionalism, transparency and accountability;
- **respecting equality and diversity;**
- commitment to services of the highest quality;
- appreciation of the diversity of individual higher education institutions;
- responsiveness to our stakeholders, throughout the UK and abroad.

We shall endeavour to adhere to our values in all of our activities, and we shall strive to be an exemplar of good practice.

We 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

Further, we shall encourage our stakeholders to adopt appropriate socially responsible policies and practices

## **Inclusion and diversity**

Through our project activities, we shall undertake a range of initiatives to promote inclusion and diversity in the organisations with which we work; these will sometimes be in partnership with other organisations and sometimes with the Group acting as the prime mover. We shall provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment.

We shall operate an equal opportunities policy for all present and potential future employees

## **Environment**

- We shall encourage environmental responsibility amongst our stakeholders, including clients, contracts, suppliers, and staff.
- We shall conduct our operations in a way which minimises our consumption of natural resources and manages waste through responsible disposal and the reuse and recycling of materials where economically feasible.
- We shall comply with all legal requirements.
- We shall include environmental considerations in our purchasing and procurement processes
- We shall regularly review our progress in relation to this policy.

## **Community Involvement**

We shall encourage staff to take up Board/Advisory positions with local charities.

## **Charitable**

We shall support and encourage our employees to help local community organisations and activities in the areas in which we work

The Group will when possible, make financial donations to nominated charitable causes. Where appropriate, the group will make information available to staff about methods of tax-effective giving to charities.

## **Citizenship**

The Group will allow its staff to undertake all normal civic duties, including jury service, membership of public authorities, etc., as long as such duties do not prevent/limit proper performance of staff duties with the group, or otherwise conflict with the Group's objectives.

## Groups CSR policy: Environmental Action Plan

### Waste management

- We are committed to reducing the amount of waste that we send to landfill by reusing, recycling or converting to a fuel to generate fuel
- We will brief our staff and provide guidance (RAG Staff guide to Recycling) in the use of the re-cycling bins
- We arrange for waste to be recycled, via the use of a suitably qualified waste removal company.
- We arrange for printer cartridges and other consumables to be recycled.

### Transport and Travel

- Where possible we shall use public transport in preference to personally owned cars.
- We shall minimise the use of air travel
- We shall make arrangements for loans to staff for cycle purchases.
- We will try to provide shower/changing facilities for staff. Some designated cycle parking is possible to the rear of our HQ building.

### Raw Materials and Supplies

- We shall ask key suppliers to provide copies of their environmental policies.
- Where possible, we shall use recycled or environmentally friendly paper in our printers.
- We shall invite staff to reduce unnecessary paper usage – where appropriate including double-sided printing, and photo-reduction
- We shall encourage the suppliers of our serviced offices to adopt environmentally friendly policies and practices.

### Energy Usage

- We shall minimise our use of energy and water by ensuring appliances are turned off when not in use.

### Staff Involvement and Contribution

- We shall adopt an inclusive approach to our environmental practice, inviting staff suggestions, comments, and actions.

## **Customers and External Influence**

- Through our programmes, we shall take steps to encourage our clients to adopt positive environmental policies.

## **Annual Review**

- We shall review our policy and practice at least annually, at Senior Management level.

Signed Seamus Gallagher  
(Managing Director):

A handwritten signature in blue ink, appearing to read 'Seamus Gallagher', written over a horizontal line.

Date 05/01/19