

## **Corporate Social Responsibility Days**

### **1. Purpose and Scope**

- 1.1. In addition to delivering a first-class service, providing other benefits to our clients' stakeholders, their environment and the wider community is important to us. We offer all our salaried staff the opportunity to receive full pay for one day each year to enable them to undertake voluntary or charitable work, potentially but not exclusively linked to the social interests of their secondment client.

### **2. Core Principles**

- 2.1. In today's socially conscious environment, employees and customers place a premium on working for and with businesses that prioritise corporate social responsibility (CSR).
- 2.2. CSR is an evolving business practice that incorporates sustainable development into a company's business model. Its aim is to have a positive impact on social, economic and environmental factors.
- 2.3. We believe CSR can positively impact our local Communities. Through CSR we aim to improve the retention of local staff, attract new talent from the local community and encourage a motivated culture focused on wellbeing and community spirit.
- 2.4. CSR for our business can involve a number of activities such as volunteering, sponsorship and commitment to charitable causes. Each year we choose a charity for the year and all company events include a fund-raising activity for that charity.
- 2.5. We encourage our staff to take one day per year away from the workplace to participate in an activity that has a positive social or environmental impact on the local community. This can be by joining their secondment client in an event they have organised or to assist with something local to their home.

### **3. Suitable Activities**

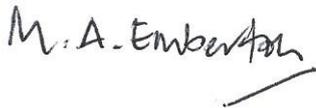
- 3.1. There is not a definitive list and all activities must obtain the approval of a Regional Director before being undertaken, but some examples are:
  - 3.1.1. Environment – organised clean-ups and restorative works that support facilities within the local community such as parks, woodlands, trail paths, rivers and canals.
  - 3.1.2. Social – provide support to local foodbanks, assist at a homeless shelter, carry out domestic tasks or premises maintenance for care homes and hospices.
  - 3.1.3. Education – support schools and learning facilities in promoting education that sits outside the syllabus such as road safety, life skills, interviewing techniques and presentation skills.

- 3.1.4. Charity - support local and national charities with administrative or domestic tasks and promoting fund-raising activities.

#### **4. How to get involved**

- 4.1. It is important we are able to manage this initiative and ensure our clients are not adversely impacted by time out of secondment. It is also important for us to measure the success of this scheme and we therefore require anyone wanting to partake in an event or activity to:
- 4.1.1. get approval from their Regional Director before agreeing to participate (App1);
  - 4.1.2. ensure the client manager is aware and approves the time away from the workplace;
  - 4.1.3. take before and after photo's; and
  - 4.1.4. use the CSR Record Form to write a brief of what they did, why they did it and the outcome of their efforts (App2).
- 4.2. Ensure the time carrying out a CSR activity is recorded correctly on a WA non-chargeable timesheet within InTime.

Policy Approved By:



Signed: \_\_\_\_\_  
Mark Emberton  
Managing Director

28/11/2019  
Date: \_\_\_\_\_