

# CORPORATE RESPONSIBILITY POLICY

## What We Do

We deliver corporate and b2b public relations, marketing communications, public affairs, strategic consulting, community consultation, internal communications, issue and crisis management, digital, bid support, business intelligence.

On behalf of our clients we help shape opinions, responses and behaviours. We make connections, we build support, we create advocates and we open doors. We give clients definition, differentiation and share of voice.

While our primary objective is to maintain and grow the financial performance of the company through the provision of quality services we are also committed to enhancing customer satisfaction, to the prevention of injury and ill health to people or harm to the environment, and to maintain the good reputation of ourselves and business partners.

We recognise our corporate responsibility to all parties that have an interest in our organisation:

- We ensure **fair pay and conditions** for our workforce;
- We ensure **non-exploitation** of workforce, contractors or suppliers, either regards cost or expectations including working hours and deliverables. We assure as far as is reasonably practicable to purchase from reputable suppliers so to avoid exploitation of people including for child and modern slavery.
- We **recruit locally and ensure diversity and equal opportunities** in the workforce;
- We ensure that our workforce have the required **skills, knowledge, attributes, training and experience** (aka SKATE) to fulfil their role to the best of their ability;
- **We are committed to the upskilling and development of our workforce.** We will provide the required training, knowledge and experience for the individual to achieve the required competency, and for individuals demonstrating good aptitudes development opportunities through further education and training.
- We **respect the rights of our workforce** to enter into collective bargaining arrangements and join trades unions;
- We **consult our workforce** on our proposals, especially regards health & safety and significant organisational change including redundancy or TUPE.
- We ensure, as a minimum, compliance with legal requirements regards **health and safety** to protect our workforce and others. We ensure that our health and safety objectives are never compromised by other business objectives.
- We will not tolerate any **discrimination or harassment** of or by our workforce.
- We ensure that our **capability and disciplinary processes** ensure a fair outcome to workforce performance issues.
- We act as a **considerate contractor**, acting in an **environmentally considerate** and legally compliant way
  - ✓ We select materials based on a life-cycle approach and choosing the best technologically, economically and environmentally practicable options where client specifications allow.
  - ✓ In line with the Waste Regulations 2011, we implement the waste hierarchy and ensure that resources are minimised through good planning, specification, procurement, use of a competent workforce, good storage, handling and use of materials and other resources; and through good waste management to facilitate reuse, recycling and recovery. We ensure waste storage cannot cause pollution, nuisance, or

loss through theft, litter, flytipping or fire. We ensure that waste carriers are licensed and that receiving sites have appropriate Environment Permits.

- ✓ We ensure that we prevent pollution by using where possible low hazard products. We do not use any significant amounts of hazardous substances covered under CoSHH in our normal activities.
- ✓ As far as reasonably practicable we buy from local suppliers. In the office we buy fair traded goods where available and either recycled or sustainably forested paper products.
- ✓ We maintain energy and water efficient office premises.
- ✓ We select our vehicles to promote low emissions and high fuel economy, and train our drivers in safe and fuel efficient driving techniques. We ensure compliant planned preventive maintenance of our vehicles to maintain performance.

- we work with **local communities** through local recruitment and provided financial contributions to local and national charitable organisations.

CSR Activities undertaken in 2017 include:

- ✓ Last hour of year financial donation to Oxfam, done since 2004.
- ✓ McMillan's cake bake breakfast.
- ✓ Christmas jumper fundraiser.
- ✓ Donations to client-led fundraising activity
- ✓ For staff: promoting Cycle-to-Work scheme, with tax advantage through payroll. Childcare vouchers..

- we ensure sound **financial management** so to continue the sustainability of the business as a local employer and business partner to our customers and supply chain.

- we ensure that **no bribery, corruption or fraud** occurs within our company or our supply chain on the contracts in which we are partnered, and that we operate in a sound and ethical way.

#### Our review processes:

We will regularly review our compliance to our Corporate Social Responsibility Policies, and the other policies and processes it upholds.

We shall review the effectiveness and adequacy of this policy on an annual basis and following any changes to company activity, legal changes, or reputation management issue.

Approved on behalf of Camargue Group Limited,



**Jo Lloyd**  
**Managing Director**  
**1 March 2018**