



# Staff Handbook

Schedule 28 - Corporate Social Responsibility Policy

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## Document History

Title	<Title>: <subtitle>
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## Review Panel

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Kate Guilding	Company Secretary
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0.2	20th Oct 2021	Victoria Iredale	Updated to current branded paper & added Aire Logic Giving Program, Aire Time and link to Carbon Reduction Plan

## **Schedule 28**

### **Corporate Social Responsibility Policy**

#### **1. About this policy**

- 1.1 This statement is about how Aire Logic Ltd takes account of its economic, social and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate Social Responsibility we aim to align our business values, purpose and strategy with the needs of our clients, whilst embedding such responsible and ethical principles into everything we do.
- 1.2 The elements of this statement cover our approach in dealing with our clients, suppliers and the local community principles in an effort to support reducing our energy, procurement, transport, water use and other business usage to reduce our carbon footprint and environmental impact.

#### **2. Environment**

- 2.1 Protection of the environment in which we live and operate is part of Aire Logic Ltd's values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.
- 2.2 In this policy statement we commit our company to
  - (a) Complying with all relevant environmental legislation, regulations and approved codes of practice.
  - (b) Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air and water.
  - (c) Seeking to keep waste to a minimum and maximise the efficient use of materials and resources.
  - (d) Managing and disposing of waste in a responsible manner.
  - (e) Providing training for our staff so that we all work in accordance with this policy statement and within an environmentally aware culture.
  - (f) Developing our management processes to ensure that environmental factors are considered during planning and implementation.
  - (g) Monitoring and continuously improving our environmental performance.
- 2.3 The nature of our work as a consultancy means that we do not inherently have a high environmental impact but we will take consideration of environmental issues in the professional services we provide and endeavour to reduce our environmental impact to an absolute minimum.
- 2.4 The Directors will ensure that the company reduces its environmental impact by:
  - (a) Reducing all our transportation requirements wherever possible and utilising public transport and such facilities as web-ex and conference call facilities.
  - (b) Ensuring that all lights and equipment are switched off when not required.
  - (c) Ensuring water is used efficiently.

- (d) Operating a paperless environment, keeping printing to an absolute minimum.
- (e) Working with like minded suppliers who take steps to minimise their environmental impact.

2.5 For more information on how we're working to reduce our environmental impact, please see our Carbon Reduction Plan on our website.

### **3. Local Community and Charitable Contribution**

3.1 The Directors will ensure that our work with the local community involves:

- (a) Working with and supporting local and national charities. One way we do this is through our Aire Logic Giving Program where we provide employees £250 per year for a charity/charities of their choice. More information can be found in the Benefits Policy.
- (b) Encouraging volunteer work in community activities. One way we encourage this is through Aire Time. Aire Time allows employees to use working hours for personal development, and can be used for those who are interested in volunteering. More information can be found in the Aire Time section of the intranet.

### **4. Clients**

4.1 The Directors will ensure that we deal responsibly, openly and fairly with clients and potential clients by:

- (a) Ensuring that all our advertising and documentation about the business and its activities are clear, informative, legal, decent, honest and truthful.
- (b) Being open and honest about our products and services, including being transparent about measures we take to be socially responsible.
- (c) We will ensure that where problems arise, we will acknowledge the problem and address it.
- (d) We will consult with and listen to our clients to enable us to improve the product and services we offer.
- (e) We will benchmark and evaluate what we do in order to continuously improve our competitive edge in the marketplace.

### **5. Suppliers**

5.1 The Directors will also ensure that we deal responsibly, openly and fairly with suppliers by:

- (a) Ensuring we use local suppliers wherever possible.
- (b) Settle invoices in a timely fashion.