

CORPORATE SOCIAL RESPONSIBILITY POLICY

INTRODUCTION

Corporate Social Responsibility (CSR) refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole, and not just shareholders. This policy seeks to guarantee that the company works ethically, considering human rights as well as the social, economic and environmental impacts of what we do as a business.

Event Specialists Limited recognises that it has a responsibility to meet, and aim to exceed, any relevant legislation, and if legislation does not exist in a particular area, the company should ensure to carry out best practices anyway.

We are committed to ensuring that any business undertakings are conducted as ethically as possible by following certain policy as detailed below.

RESPONSIBILITIES

Directors of Event Specialists Limited are responsible for ensuring that this policy is implemented, however, all management and employees have a responsibility to ensure that the aims and objectives of this policy are met at their level.

All Directors commit to do the below to maintain levels of compliance and to guide improvement:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance and business standards.
- Continually seek to improve and reduce environmental impact.
- Incorporate environmental factors into business decisions.
- Maintain employee awareness, and review and offer relevant training to reduce the corporate impact.
- Review this policy and any business-related issues at management meetings periodically.

Looking after employees/Setting the right culture

To retain loyal and productive staff it is vital to maintain a good working environment and an effective business. Event Specialists Limited recognise this and therefore provide:

- Equal Opportunities to all staff, employees, customers and suppliers.
- Health and safety policies and clear procedures with relevant, regular training.
- Staff involvement in the implementation of this policy and in its annual review.
- Staff training, development, courses and annual appraisals.
- Clear communication via management.
- A safe and clean working environment with appropriate break times.
- Sufficient pay and benefits, specifically ensuring that staff paid correctly and on time and that wages are relevant to employee level and skill.
- HR support for any issues.
- Teambuilding activities and recognition of key UK annual events.
- A collaborative approach to setting up and dealing with suppliers, contractors, and subcontractors to improve their environmental performance.
- Local labour and materials where available to reduce carbon footprint and keep emissions to a low.

Looking after customers

Event Specialists Limited see the importance of looking after customers to make sure that they have a positive and lasting impression of the business. We therefore endeavour to:

- Regularly seek feedback on our services to improve customer satisfaction and retention.
- Offer customers environmentally friendly options on media and materials that may be recyclable, lightweight, PVC free, FSC approved, recycled etc.
- Quality check all produced materials / finished products.
- Understand the customer need and specific requirements from the outset.
- Maintain our machinery on site to manufacturer standards to ensure continuity of service.
- Provide a dedicated engineer for the machinery onsite to reduce downtime.
- Supply the final product to the agreed standard and the agreed deadline.
- Provide an account manager for clear communication.
- Use a range of reputable suppliers in the UK to minimise disruption to output.
- Stock sufficient levels of ink on site.
- Keep stock of relevant spare parts for our machinery on site.
- Monitor and act on customer accounts for protection of all business.
- Provide SLA's.

Suppliers standards

It is vital to Event Specialists Limited that we choose and use good suppliers and maintain a good working relationship with them. The company therefore acts with intention for the following:

- All suppliers to adhere to the Modern Slavery Act 2015.
- All suppliers to operate in line with the Bribery Act 2010.
- To use local suppliers where possible.
- To pay all suppliers properly and on time.
- All suppliers either have a CSR policy or be working towards this/use similar practices.
- To have clear communication with all suppliers.
- To have knowledge and choice of a range of suppliers.
- To use quality materials, inks, consumables etc to ensure compliance with environmental matters.
- To understand supplier credentials regarding sustainability / sustainable materials e.g. Forest Stewardship Council approval.
- To have knowledge that suppliers use responsible waste management processes and procedures.

Protecting the environment

It is important to Event Specialists Limited that we commit to reducing the environmental impact that our business activities may have, thus we operate the following:

- Commitment to and monitoring of waste reduction, the re-use of products where possible, and recycling methods. Examples are minimising print wastage in the office, reducing packaging as much as possible, reusing and recycling paper where possible, switching off lights and electrical equipment when not in use, adjusting heating with energy consumption in mind, evaluating if renting, sharing or buying second hand is an option when purchasing equipment.
- Preference for using materials that are recyclable or can be made from recycled material, as the customer requirement allows.
- Reliable waste management procedures with a licensed company that has accreditation for UV ink disposal.
- Promotion of the use of travel alternatives such as video conferencing / email, phone where possible.

- Use materials in any day to day operation or office refurbishment that are as environmentally friendly as possible (i.e. cleaning products, wallpaper, furniture choices etc).
- Encouragement of greener transport by:
 - Encouraging staff to walk, cycle, car share or use public transport to get to work if possible.
 - Evaluating company vehicles (such as delivery vehicles, company cars) with goals to make them as energy efficient as possible.

Community engagement

As Event Specialists Limited grows as a business, we envisage the company will engage with the local community in such ways as:

- Supporting local charities by donating time or raising funds.
- Sponsorship of or monetary donations to local charities, sports clubs, societies, youth groups, community centres etc.
- Supporting the surrounding community by employing local people.

Measurement

The goals contained within this CSR policy must have CSR measures in place to regularly monitor and assess whether or not the actions are working and compliant.

Event Specialists Limited therefore aim to implement and document measures and record the achievements accomplished or expected as a result. Appendix A will become a working document to this effect.

END OF POLICY