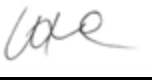
Corporate Social Responsibility Policy

POLICY OWNER
Name: Sam Moralee

(Head of Corporate Social Responsibility) **Signature:**

APPROVER
Name: Scott High

(Global People Director) **Signature:** 

VERSION: **3**

***This Policy is available in other formats if required, please contact the People Team.**

Version Control

Effective Date	Version	Changes	Author(s)
January 2022	2	Introduction of version control page	Kelly Convery
January 2022	2	Updated Introduction. Updated Company Name. Merged 'Our Commitment' with Introduction. Updated Clause 2. Updated Clause 9. Updated Clause 10. Added Clause 11. Updating wording from 'you' to the 'Employee'.	Sam Moralee
March 2023	3	Added to new template. Updated purpose section Updated list of linked policies Updated Environment Section to Planet Combined Community & Charity sections	Sam Moralee

1. PURPOSE

Corporate Social Responsibility (**CSR**) relates to being a good corporate citizen.

The term CSR describes business behaviours that not only deliver commercial objectives and meet legal requirements but also have a positive social impact. It is our desire to run a business responsibly and align business strategy with CSR goals so as to have a significant and positive impact both on the business itself and the communities in which the business operates.

Global Procurement Group Limited and any of its subsidiaries from time to time ("the Company"), the prosperity of its business and of the communities within which it operates, require a commitment to the sustainable management of its activities. The Company have therefore developed a policy that affects and enhances all areas of the business.

To demonstrate the Company's commitment and drive its CSR strategy forward, the Company created and appointed a Head of CSR in January 2022.

The Company wishes to adopt and commit to the principles and practices set out elsewhere in this policy.

For the purposes of this policy, "Employees" refers to all employees, colleagues, officers, consultants, contractors, casual workers and agency workers of the Company and any subsidiary from time to time.

For those Employees who are based outside of the UK, should there be any conflict between this policy and a local law, or any location-specific Corporate Social Responsibility Policy put in place by the Company (or any subsidiary) from time to time, the local law or location specific policy shall take precedence over this Policy.

2. OPERATING POLICIES AND PROCEDURES

The Company have a suite of operating policies and procedures which are reviewed regularly. A copy of all company policies can be found on the Company's shared drive and are available to request from the HR Team.

These policies support the Company's commitment to CSR, including but not limited to:

- Modern Slavery
- Environmental & Sustainability
- Sustainable & Ethical Procurement
- Code of Conduct
- Anti-Harassment and Bullying
- Equity, Diversity and Inclusion
- Religious Observance in the Workplace
- Health & Safety
- Waste Management

3. COLLEAGUES & PEOPLE

The Company is committed to the wellbeing and continual development of its people and to training its workforce, where Employees are appreciated, valued, and given regular feedback

so that each Employee has a clear understanding of their role and how they contribute to the business.

The Company operates a meritocracy, where all Employees are recognised and rewarded on the basis of their performance, effort, contribution and achievements.

The Company expects its Employees to act with integrity towards one another and exercise a high standard of business practice and workmanship.

The Company supports diversity, fairness and equal opportunities and aim to involve and consult regularly with Employees as to the direction of the business.

Employees are encouraged to make any recommendations on how the Company can improve on all matters in the business by emailing **HR@ngpltd.co.uk**

4. CUSTOMERS

The Company aims to build long term relationships with all its customers and other stakeholders by understanding their objectives as they evolve over time and meeting their needs.

The Company aims to give fair value, consistent quality, and reliability.

The Company aims to have the highest professional and ethical standards in all its dealings with customers.

5. SUPPLIERS

The Company aims to create and maintain strong relationships with key suppliers and contractors.

The Company aims to choose suppliers that share our ethos in relation to employment practices, quality, and environmental controls.

6. HEALTH & SAFETY

The Company aims to achieve and maintain the highest standards of health and safety and provide a safe and healthy working environment for all activities.

The Company has a current and effective written Health and Safety Policy that is regularly reviewed and updated.

7. PLANET

The Company has implemented an Environmental & Sustainability Policy appropriate to its business.

The Company is aware of its environmental impact as a business and have taken and continue to take appropriate steps to mitigate that impact, including setting environmental objectives and targets, implementing procedures and providing training so Employees and contractors understand their environmental responsibilities and can seek to improve its environmental performance.

8. COMMUNITY

The Company recognise and understand the significance of the local community within which it operates.

The Company aims to enhance its contribution to the community by being sensitive to the needs of local people and groups and promoting ethical and socially responsible trading.

The Company actively supports and donates to charities/non-profit organisations within its communities.

Employees are welcome to request that the Company support specific charities throughout the year which are reviewed by the Company's Head of CSR.

10. REVIEW OF POLICY

The Company reserves the right to review and amend this policy from time to time.

11. BREACH OF THIS POLICY

Any Employee who breaches this Policy may face disciplinary action in accordance with the Company's Disciplinary Policy and Procedure. The Company takes breaches of this Policy very serious and may deem a breach as gross misconduct.

Policy last updated: 29th March 2023