

## CORPORATE SOCIAL RESPONSIBILITY POLICY STATEMENT

The Organisation recognises the importance of integrating our business values and operations to meet the needs & expectations of interested parties including but not limited to clients, employees, sub-contractors, suppliers, community and the environment.

In all our undertakings we will aim to be a good corporate citizen and as a responsible contractor we will remain committed to meeting all our compliance obligations.

The policies and procedures endorsed and employed by the Organisation including social, environmental, health & safety, employment and ethical, will be communicated to all staff and will be reviewed at Management Review meetings twice annually to ensure compliance to relevant legislation and to maintain, review and refine procedures accordingly.

The three key areas of our Corporate Social Responsibility agenda are:

- Human rights, employment and ethics.
- Environment, (local & global).
- Health & Safety.

### Human Rights

We will respect the Human rights of our employees, supply chain and all interested parties with whom we have dealings or who are indirectly affected by our operations and will ensure as a minimum the following standards are met and adhered to:

- We will not employ any child, forced or bonded labour with or have any dealings with any Organisation that does.
- We will not tolerate the use of physical or mental coercion or abuse and anyone deemed to be defying this policy will have relevant action taken against them.
- We will respect the rights of individuals to confidentiality of personal information kept by the Organisation.
- With regards to any aspect of a staff members employment, a non-discriminatory grievance procedure may be invoked.
- We will apply equal opportunities for employment, training or promotion to all employees no matter what race, colour, ethnic or national origin, religion or belief, sex or sexual orientation, disability, age, marital status or maternity-related reasons, trade union membership or activity in an environment that is free of intimidation, hostility, humiliation or degradation.
- We will adhere to all elements stated in our Modern Day Slavery Act 2015 Policy Statement

### Employment

The Organisation believes that success is nurtured through retaining staff, we will ensure that a positive work environment is created which allows all employees to reach their full potential by:

- Providing employment and opportunities to local people and provide long term prospects for continued employment.

- Recognise the potential with all employees and offer relevant training to develop such potential.
- Offer comprehensive benefits packages to all relevant employees to increase employment satisfaction and to encourage long term retention of staff.
- Respect the rights of all employees to join a trade union.
- Support employees as far as possible with their personal learning goals by providing where appropriate, time off for study, course fees, books etc.
- We will fully comply with all employees details under the Data Protection Act.

### Ethics

The Organisation will act with honesty and integrity in all its activities and avoid any kind of conduct likely to result directly or indirectly in the deception of others by ensuring the following:

- The Organisation will ensure that all within the management structure make positive efforts to ensure that as far as reasonable, bribery and corruption in any form does not exist and cannot occur.
- That all junior members of staff are not drawn into any type of corrupt practice through intimidation or persuasion by senior colleagues and if approached as such, may report such contact with out fear of reprisal.
- The Organisation will fully co-operate with Auditors, making available any information required.
- That all information issued to tender inquiry related third parties is unbiased and no gift or donation whether in cash or kind is accepted or encouraged unless in the course of normally accepted business entertainment or subject to written approval by management.

### Environment

The Organisation recognises its responsibilities to manage the impact of its activities on the environment both locally & globally, by adhering to the controls set within its 'Aspect Register', ensuring that environmental best practice is adopted in all aspects of its work in order to mitigate the effects the activities have on the environment by the following:

- Full adherence to our UKAS accredited ISO 14001:2015 Environmental Management System
- Adopting 'Best Practice' and where possible, introducing innovative solutions
- Use of alternative methods of practice to avoid energy use by using efficient equipment.
- Survey areas of work prior to works commence to mitigate impact on natural habitats.
- Establish long term trading arrangements with preferred suppliers to engage commonality of purpose.
- To focus attention on the 'Reduce, Re-use, Recycle' culture within the workforce and induct and train all staff on environmental issues and activities to embed and maintain an environmental awareness ethos throughout the Organisation.
- Only purchase timber from FSC accredited suppliers.
- To ensure waste carriers have compliant licensing & certification prior to use.
- Comply with relevant legislation, standards and practices and all associated regulatory bodies when carrying out specific requirements of our clients.

### Health & Safety

Due to the nature of our work and the risks regularly encountered The Organisation recognises that the highest standards and controls need to be in place prior to any work activity commencing and to ensure the safety of all our staff. To ensure that risks are mitigated, we will employ as a minimum the following processes:

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- Full adherence to our UKAS accredited OHSAS 18001:2007 Health & Safety Management System.
- Full hazard identification to proposed works and subsequent hazard analysis to ensure a risk assessment is produced by suitably qualified & competent personnel.
- That all relevant staff including foreign labour; have read, understood & signed off the relevant method statement & risk assessments incorporating any CoSHH data information prior to carrying out works related.
- Compliance to relevant legislation, standards and practices.
- Maintain a training programme to ensure all employees are able to safely and competently carry out their work duties and are aware of their 'Duty of Care' obligations.
- To regularly review safe system of work practices and processes to ensure objectives and targets are being met.

**This policy statement applies to all employees and other personnel engaged in J Coffey Construction operations:**

Date: 01.09.18

Signed:



James Coffey  
Managing Director  
J. Coffey Construction Ltd.