

Corporate and Social Responsibility – Policy Statement

Definition

Corporate Social Responsibility (CSR) is a concept whereby an organisation recognises that its business operations and processes may have an impact on social, economic and environmental issues outside of the workplace. It also represents a commitment to ensuring and maintaining socially responsible behaviour in an organisation.

Objective

We seek to sustain a business that is successful and respected in its ethical standing by our stakeholders. These include customers, clients, investors, regulators, suppliers and the community.

We continually seek better, safer, more cost effective and sustainable methods of working, whilst adhering to best practice within the industry/ sector.

Policy

We are aware that the running of our business will, in many ways, affect our place of work, the community and the wider environment in which we operate. We believe that the way we run our business can and should make a positive difference in these areas and we aim to ensure that continued efforts are made to achieve that. Our corporate social responsibilities are identifiable in the following areas:

Environment

With regard to the business' impact upon the environment, we are committed, amongst other initiatives, to:

- Exploring and implementing where possible energy saving measures
- Reviewing and exploring measures for the reduction of volumes of all waste materials generated by the Company and its operations
- Exploring opportunities for recycling all waste materials
- Reducing levels of energy consumption. The Company will introduce working practices that requires equipment such as computers, lights, phones, chargers, printers, and photocopiers to be switched off when not in use, including breaks and at the end of the working day. The Company will ensure that heating, lighting and ventilation are used efficiently and effectively
- Reducing levels of pollution emissions where possible
- Reducing the need for paper as much as possible within the office environment
- Reviewing opportunities and consider implementing measures for the reduction of the use of water

- Using technology to reduce the need for travel
- Exploring environmentally friendly products that can be purchased when buying equipment for use in the Company
- Encourage the use of environmentally friendly means of transport by staff such as cycle-to-work

- schemes
- Actively drive the segregation and collection of all waste to exceed recycling targets.

Charitable and community work

Our organisation is keen to support and where possible become involved in community initiatives and charitable work. We do this in the form of sponsorship, donations to national and local charities which may be suggested by our staff, and the funding of community projects. Every suggestion is given due consideration. We embrace the role our business plays on a day-to-day basis in contributing to a better society.

Education

We recognise the importance of education in our community and supporting individuals during this process is key to advancement. We actively encourage our employees to take up training courses. Additionally, we actively support apprenticeship programmes in all departments and where possible try to accommodate work experience requests in partnership with local schools, colleges and universities.

Employees

We keep our staff fully informed of our policies and procedures and we encourage them to share their ideas with us on both internal processes affecting them, and the way our service is provided to customers/clients. We maintain an open and honest approach to all of our communications. We aim to create new opportunities for all staff, actively promoting internal succession planning, underpinned by a robust apprenticeship program driving grass roots development.

Equal opportunities

We are committed to equal opportunities for all members of our workforce. No account of any of the protected characteristics set out in the Equality Act 2010 shall be taken to a detrimental effect in any decision involving recruitment, promotion, provision of facilities.

Business partnerships

We will strive to engage with local suppliers and businesses where possible to meet the business' operational needs, in order to support businesses within our area and decrease our carbon footprint. In respect of our entire CSR initiative, we expect no lesser standards from our suppliers and business partners.

Relationships with Customers

Being responsive to customer needs and providing a quality assured service that intrinsically incorporates all relevant legislative considerations.

Health and Safety

Embedded in all activities and processes for the provision of a safe working environment.

Ethos

Encouraging high standards of professionalism throughout the company and promote best practice in respect of ethical behaviour.

PCP will strive to:

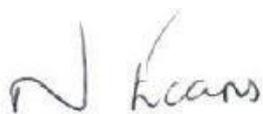
- Adopt the highest environmental standards in all areas of operations, meeting all compliance obligations.
- Assess organisational activities and identify areas where they can minimise the impact on the environment from activities, products and services considering a life cycle perspective.
- Minimise waste through careful and efficient use of all materials, energy, and processes.
- Purchase sustainable products and energy efficient items of equipment.
- Train employees in good environmental practice and encourage employee involvement in environmental actions.
- Reduce the risk from environmental health or safety hazards for employees, and anyone else affected by their operations.
- Include environmental considerations in investment decisions where appropriate.
- Continually assess the environmental impact of operations and strive for continual improvement.
- Influence suppliers and customers with consideration to both life cycle impacts and environmental improvement strategies.
- Prevent pollution, reduce waste, and minimise the consumption of resources.

Ongoing commitment

We are fully committed to the principle of CSR and aim to ensure that no relevant policy decisions are made within the business, without first evaluating the potential CSR impact.

All personal data collected for the purpose of this policy will be processed in line with data protection legislation.

The Company reserves the right to modify any part of this policy at its discretion and in accordance with any required legislative changes.



Nick Evans
Managing Director

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