

## **SOCIAL RESPONSIBILITY POLICY STATEMENT**

Highfield Products Ltd, Highfield Awarding Body for Compliance Ltd, Highfield E-learning Ltd and Highfield Recruit and Assessment Ltd (hereafter collectively referred to as the Company) are committed to undertake its activities in a socially, ethically and environmentally responsible manner. This includes the ethical treatment of employees, customers, associates, contractors, suppliers and the public. The policy extends beyond the Company's direct dealings with people to include the social impact of its activities.

### **Health & Safety**

All of our facilities will promote a safe and healthy working environment. We will regularly train our employees, and we will provide all the necessary Personal Protective Equipment. We will promote a culture of safety awareness and, in the event of accidents; we will investigate all instances accurately and thoroughly. No employees will be allowed to work in hazardous areas without suitable training. Our objective will continue to be the elimination of accidents.

### **Environment**

The Company takes into consideration all environmental issues in the services we provide and endeavours to reduce our environmental impact to an absolute minimum:

- By sourcing materials from renewable/sustainable sources whenever practicable.
- By using vehicles that are regularly serviced and checked with regards to their emissions levels and economically use their fuel.
- By ensuring that lighting and equipment are switched off when not in use.
- By recycling all waste, using scrap paper for drafts and notes and by printing in mono and double sided wherever possible.
- By working with Like minded suppliers who take steps to minimise their environmental impact.

### **Employees**

The Company strives to ensure that all employees are treated fairly and with respect, and are appropriately rewarded. The Company seeks to operate above the standards laid down by employment legislation and the 1998 Human Rights Act requirements, to implement an effective Equal Opportunities Policy and to acknowledge staff representation.

The Company facilitates effective communication with and between its staff by various means including the Highfield Intranet, staff presentations and meetings.

The Company operates a staff referral scheme as part of its recruitment policy and employs the services of a local recruitment agency to encourage recruitment from the local area.

The Company encourages youth employment and engagement schemes and works with the local College to recruit Apprentices. Our younger employees are monitored and mentored to encourage a broad knowledge of the working environment and formal qualifications are promoted in line with the needs of the business.

The Company seeks to develop and train its employees to realise their full potential including placing existing staff on apprenticeships and training courses through The Highfield Academy. All vacancies are promoted internally, and employees are encouraged to seek positions within the company.

The Company aims to ensure future succession and a supply of skilled management. All employees receive annual appraisals which enable individual training needs to be identified. The Company also delivers an induction programme which covers customer service, food safety, fire awareness, health & safety, Data Protection and Cyber Security courses. Progress with training is monitored through the appraisal system and progress is reviewed throughout the year.

Employee working hours will comply with the prevailing legislation. Overtime, when available, will be allocated on an equitable basis and will be managed to ensure that the demands on the individual are reasonable, and we will always provide adequate rest breaks.

The Company has a Disciplinary Procedure which applies to all employees. This ensures that individuals have the opportunity to be represented at formal investigations, and in the event that they disagree with the findings, they have the automatic right of appeal to a more senior management forum.

### **Suppliers of Goods and Services**

The Company endeavours to deal with all suppliers of goods and services in an open and honest manner and with professional standards of respect and integrity. All staff undertake Bribery and Anti Corruption training.

### **Local Community Relations**

As well as being an organisation operating on a global level the Company is a major employer in the Yorkshire areas, and is an integral part of these communities. The Company is, therefore, committed to working with the local community, and will, where possible, support projects which are consistent with our Brand and Corporate values. In addition, the Company understands that the location of some of its sites in residential areas can present particular problems to its neighbours, and will attempt to reduce any negative impact it may have on the local environment and its people.

**Charitable Donations**

The Company chosen charities which benefit from special fund raising activities which encourage and promote inter-division social networking. An annual target is set and employees are actively encouraged to suggest events and attend social events. At the end of the year employees are encouraged to participate in a presentation ceremony to the chosen charity.

The Company does not make donations to political parties, organisations or their representatives.

**Policy objectives**

The Company is committed to the principles of good corporate governance and to ensuring that its business is properly managed for the benefit of its stakeholders, including its managers and employees. The Company also strives to eliminate conflict of interests from working practices.

The Company believes in honesty, integrity and professionalism in all aspects of its business. Bribery and corruption are unacceptable practices. Further details of which can be found in the Company's Anti-Corruption and Bribery Policy. The Company will not knowingly participate in money laundering practices and takes all reasonable precautions to guard against this.

The policy objectives are regularly reviewed by the HR Department and are supported by other specific policies and procedures which are regularly revised in accordance with guidance set out by external bodies including The Health & Safety Executive, The Equality and Human Rights Commission and the Environment Agency.