

# CORPORATE RESPONSIBILITY, ETHICS & SUSTAINABILITY POLICY

Our core purpose is to provide safe working environments for our customers, their employees and visitors through ensuring best practice security and facility maintenance services.

Our objectives are to sustainably grow the company through:

- the provision of quality services so to achieve requirements of all interested parties,
- to prevent injury and ill health to individuals,
- to ensure environment protection, prevention of pollution and the sustainable use of resources,
- to achieve all our compliance obligations,
- to recognise and deliver on social value, and,
- to maintain the good reputation of ourselves and our business partners.

To deliver the above objectives we implement the below.

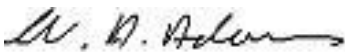
- We provide a **quality service**, with the objective of fulfilling the requirements of all interested parties. We maintain a quality management system in line with ISO9001:2015.
- We ensure **fair pay and conditions** for our workforce. We operate as a Living Wage employer.
- We ensure **non-exploitation** of workforce, contractors or suppliers, either regards cost or expectations including working hours and deliverables. We comply with the Working Time Regulations 1998. We support the UK Prompt Payment Code by paying within at least 60 days and aiming to pay within 30 days.
- We assure as far as is reasonably practicable to purchase from reputable suppliers so to avoid exploitation of people including for **child and modern slavery**.
- We respect the right of our employees to have **freedom of movement**, and to choose to leave the company's employment at any time, whilst meeting their contractual obligation to provide due notice. We however require that employees honour their moral duty not to engage in anti-competitive practices or impact on the reputation of the company by mis-using the knowledge they have on company practices.
- We **recruit locally** and **ensure quality, diversity and inclusion** in the workforce.
- We will not tolerate any **discrimination, victimisation, harassment or intimidation** of or by our workforce.
- We ensure that our **capability and disciplinary processes** ensure a fair outcome to workforce performance issues.
- We ensure that our workforce have the required **skills, knowledge, attributes, training and experience** (aka SKATE) to fulfil their role to the best of their ability;
- **We are committed to the upskilling and development of our workforce.** We will provide the required training, knowledge and experience for the individual to achieve the required competency, and for individuals demonstrating good aptitudes development opportunities through further education and training.

- We **respect the rights of our workforce** to enter collective bargaining arrangements and join trades unions and to free speech;
- We **consult our workforce** on our proposals, especially regards health & safety and significant organisational change including redundancy or TUPE.
- In regards **health and safety**, we ensure that risks are reduced to as low as is reasonably practicable and that we as a minimum comply with legal requirements. We maintain an occupational health & safety management system certified by SSIP accredited scheme.
- We act as a **considerate contractor**, acting in an **environmentally considerate** and legally compliant way
  - ✓ We maintain an environmental management system certified to ISO14001:2015.
  - ✓ We select electronic equipment and materials based on a life-cycle approach and choosing the best technologically, economically and environmentally practicable options where client specifications allow. We ensure our timber comes from FSC / PEFC certified sources.
  - ✓ We respect the environments we work in and ensure that we do not impact upon flora, fauna or neighbours that may be impacted on by our work. We do this through good site controls, establishing physical boundaries and consulting where we have any potential impacts. We will keep noise to a minimum and ensure sensitive parking of vehicles.
  - ✓ In line with the Waste Regulations 2011, we implement the waste hierarchy and ensure that resources are minimised through good planning, specification, procurement, use of a competent workforce, good storage, handling and use of materials and other resources; and through good waste management to facilitate reuse, recycling and recovery.
  - ✓ We ensure materials and waste storage cannot cause pollution, nuisance, or loss through theft, litter, flytipping or fire. We ensure that for waste contractors that we validate their waste carrier's licenses and Environment Permits and retain waste transfers notes for non-hazardous wastes two years, hazardous wastes three years.
  - ✓ We ensure that we prevent pollution by using where possible low hazard products, and for those that are hazardous minimising volumes, ensuring compliant storage, providing adequate equipment, training and information to facilitate safe handling, and preparing and testing emergency situations.
  - ✓ As far as reasonably practicable we buy from local suppliers. In the office we buy fair traded goods where available and either recycled or sustainably forested paper products.
  - ✓ We maintain energy and water efficient office premises. The office premises has LED lighting installed and good levels of natural daylight. On customer sites we deploy the use of solar photovoltaic panels where possible.
  - ✓ We select our vehicles to promote low emissions and high fuel economy and train our drivers in safe and fuel-efficient driving techniques. We ensure compliant planned preventive maintenance of our vehicles to maintain performance.
- we work with **local communities** through local recruitment and provide financial contributions to charitable organisations.
- we ensure sound **financial management** so to continue the sustainability of the business as an employer and business partner to our customers and supply chain. We do not engage in **tax avoidance** and we make the required contributions to fund government services.

- we ensure that **no bribery, corruption, fraud or anti-competitive** occurs within our company or our supply chain on the contracts in which we are partnered, and that we operate in a sound and ethical way.
- We are committed to maintaining high degree of integrity in all our dealings with potential, current and past employees, clients & suppliers, both in terms of normal commercial **confidentiality**, and the protection of all personal information received.
- We respect the moral and intellectual copyright vested in our clients' intellectual property.

The effectiveness and adequacy of this policy shall be reviewed on an annual basis and following any changes to company activity, legal changes, or reputation management issue.

As the person ultimately responsible for compliance in the company I approve this Corporate Responsibility Policy.



**Will Adams**  
**Managing Director**  
**Integrity Security Group Limited**  
**11th August 2022**