



**elliswhittam**

Employment Law / HR / Health & Safety

# Ellis Whittam Corporate Social Responsibility Policy

## Ellis Whittam Policy Statement

Ellis Whittam Limited (“EW”) is committed to operating its business in a manner that is both sensitive and responsible with proper regard to its legal obligations and according to relevant directives, regulations and codes of practice. It is also committed to supporting the Government’s vision for Corporate Social Responsibility, specifically:

- Promoting business activity that brings simultaneous economic, social and environmental benefits
- Encouraging innovative approaches and continuing development and application of best practices
- Ensuring the best minimum levels of performance in areas such as health & safety, the environment and equal opportunities
- Creating a framework that facilitates business practices that balance profit and success with achievement of social and sustainability goals
- Taking an active part in supporting the local community and social causes

## Commitment to Corporate Social Responsibility

EW recognises that its operations have an effect on the communities and environment in which it operates. In light of this, EW is committed to operating in a socially responsible manner, supporting a number of local communities and social / charitable causes, as well as running its operation in an environmentally sustainable manner.

## Local Community & Social Responsibilities

EW is proud to support local community projects as well as a range of deserving and charitable causes. These include:

- Supporting, via EW’s colleague forum, “BREWS”, at least two named charities each (one national and one local) year and actively encouraging colleague participation, support and contribution through numerous fund raising events. Setting up and supporting, as a founding partner, the Cheshire Skills Share initiative. Skills Share encourages local businesses to donate skills and time to support local voluntary and charitable organisations. As well as sitting on the advisory board of the Skills Share initiative, EW donates its own skills in employment law and health & safety to local voluntary and charitable organisations via the project

- Supporting Aldford Youth Club, “BASE”. EW makes a financial contribution to the club each year
- Supporting Aldford Village Hall by donating funds towards its repair and maintenance
- Supporting Aldford Village Fete with financial contribution towards prize funds each year
- Providing EW services free of charge to the Association of Chief Executives of Voluntary Organisations (ACEVO), a national organisation that supports third sector organisations
- Supporting the BBC Children in Need campaign
- Operation of the Workplace Giving UK Scheme which enables employees to give tax effective donations to a charity of their choice
- Proudly supporting 2 charities run by Peter Jones CBE, The Peter Jones Enterprise Academy and Forgotten Children through the provision of free employment law advice

In terms of local community, EW lives its values by providing free support to jobseekers from the local communities of Aldford, Bruera and Saughton in terms of acquiring job market skills. This includes providing individual help with:

- Focused job search activity
- CV writing
- Interview techniques

Additionally:

- The local community will be able to use our IT/training/meeting facilities when the new facilities are created
- As EW replaces its IT equipment then previously used equipment is offered to local community facilities

## **Our Work Colleagues**

We are committed to ensuring that we provide a motivational, fulfilling and fun environment in which to work. We focus hard on recruiting and retaining the best people, recognising their achievements and rewarding their efforts.

We believe that much of our success can be attributed to the values that we hold and that are embedded throughout the organisation. EW’s core values are as follows:

- To provide a first class, professional service to our clients and our prospects
- To be courteous, honest and behave with integrity at all times
- Always act wholeheartedly in the best interests of Ellis Whittam
- Have pace, ambition and teamwork as core principles
- Treat each other equally and with respect and dignity

Actions that we take to ensure that our colleagues remain motivated, fulfilled, rewarded and happy at EW include the following:

- We formally appraise all colleagues annually, with six month informal reviews
- Through our investment in colleagues we have now achieved Investors in People recognition at Ellis Whittam and we use this framework to continually develop our colleague development programme
- We hold regular Team meetings at which we appraise all colleagues of companywide news, developments, results and plans
- We hold at least one companywide off site “Sharing the Vision” meeting each year, at which we spend half a day sharing company results, developments and strategy with all colleagues
- We share and celebrate success with financial rewards for non-sales team colleagues who generate business opportunities
- We recognise and reward Brilliant service by colleagues. Our annual “Brilliant Service Awards” (ISA) reward colleagues financially and with holidays for 2. Previously, departmental BSA winners enjoyed breaks in Paris, Rome, Prague and Barcelona. The BSA overall winner enjoyed an extra weeks holiday and an all expenses paid holiday in the Caribbean!
- We fund a colleague forum, “BREWS”, which has the main objective of making EW a happy and rewarding place to work
- We provide colleagues with a generous and flexible pension scheme We provide free life assurance for all employees
- We provide a generous private medical insurance scheme
- We offer an optical care scheme
- We offer subsidised gym membership
- We offer a car share scheme
- We offer a cycle to work scheme
- We provide a child care voucher scheme
- We offer an enhanced service day and unpaid leave package
- Influenza Vaccinations are available to all colleagues free of charge
- We subsidise a monthly “Come Dine with Me” event in aid of EW’s chosen charities All colleagues are divided into EW “house” teams and we organise regular interhouse competitions including an annual “EW Sports Day”
- Our directors take it in turns to arrange fun events -events have included:



- Pancake Tossing Races
  - EW Football Championship
  - The EW Wii Tennis Open
  - EW Annual Easter Egg Hunt
  - The EW Bake Offs
  - The Annual EW Sports Day
  - The EW Pool Championships
- We arrange and pay for TWO company parties each year - our annual Christmas party and our annual summer EW birthday party
  - All of our “people policies” are published in the EW Company Handbook and on our Intranet
  - Our Intranet is content managed by colleagues from all departments

## Quality, Health, Safety and Environmental Management

Ellis Whittam operates an integrated quality, environmental, health and safety management system, which is geared towards the identification and control of key processes in our organisation. This management system defines the way we manage the hazards and risks associated with our business, premises and activities from our registered premises (below) and includes our activities carried out by our remote colleagues in delivering all services and attending client meetings.

It contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974, our Environmental Policy and our Quality Policy and has been prepared to also fulfil the requirements as set out in the following standards:

Occupational Health and Safety Management	OHSAS 18001
Environmental Management	ISO 14001
Quality Management	ISO 9001

### Registration

Accreditation is currently held for the OHSAS 18001 and ISO 14001 standards. Registration is not currently held for the ISO 9001 standard.

### Approach

Our Policy Statement sets out our commitment and the objectives we aspire to in managing quality, environment and health & safety. It is signed by the Chief Executive Officer / Founder & Executive Director to demonstrate that our commitment is led from the top.

Our approach will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement.

We recognise that improvements will not happen by chance and that planning to manage using a systematic approach is a necessary first step and an ongoing process.

Our success will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

## **Environmental Management Programme & Objectives**

EW has identified that it's most significant impacts on the environment include:

- Disposal & recycling of waste (including paper, consumables and electronic equipment)
- Energy & water usage
- Transport and company car usage
- Purchase of consumables

EW sets annual environmental performance objectives as part of its environmental management system. Methods for meeting the objectives include:

- Maximising the reuse and recycling of waste and ensuring sustainable disposal where necessary
- Minimising unnecessary energy usage and waste
- Minimising unnecessary water usage and waste
- Minimising the impact of company car usage. We offer financial incentives for car sharing and participate in the Government's Cycle to Work Scheme
- Purchasing consumables in an environmentally sustainable and fair manner

We have in place a full environmental policy which details how these impacts will be monitored, managed and wherever possible, reduced.

EW currently holds ISO 14001 accreditation. ISO 14001 is an international standard that specifies a process for controlling and improving a company's environmental performance.

## Equal Opportunities

It is EW's aim to create an environment that encourages and values diversity within its workforce and builds on the differences individuals bring, enabling EW's continued success. We aim to draw upon the widest possible range of views and experiences in order to meet the changing needs of our colleagues, clients and partners.

We seek to promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

To achieve this, EW will:

- Fulfil its social responsibility towards its colleagues, temporary workers and the communities in which it operates
- Recognise all of its legal obligations
- Make all opportunities (including advertising, interview and selection processes, promotion and training) as accessible as possible to under-represented and protected characteristic groups
- Endeavour to attain a workforce that is representative of the communities from which it is drawn to secure the widest pool of talent possible
- Recruit, train and promote the best person for the job, to make full use of the talents and resources of all our colleagues
- Create a working environment free from unlawful discrimination, victimisation and harassment in which all colleagues are treated with dignity and respect
- Periodically review its selection criteria and procedures to ensure that they remain compliant and maintain a system that ensures fairness
- Distribute and continuously publicise its Equality & Diversity Policy throughout EW, to colleagues, temporary workers, clients, partners, visitors to EW, in advertising, and elsewhere as appropriate
- Provide the facilities and opportunity for any colleague who believes that they have been treated inequitably within the scope of this policy to raise the matter through the appropriate grievance or complaints procedure
- Log all reported instances of harassment and take action to mitigate and minimise harassment and victimisation wherever possible
- Ensure that colleagues understand that breaches of this policy will not be tolerated and could lead to disciplinary proceedings

Our approach to equal opportunities applies equally to both our own employees and the way in which our recruitment services are offered to clients and candidates.

## Health & Safety

It is EW's duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all colleagues. This requires that regard is paid in particular to:

- Maintaining healthy and safe premises, as well as a healthy and safe working environment
- Providing and maintaining safe systems at work
- Providing health and safety information and training
- Publishing and regularly updating a Company Safety Policy Ensuring safety in the use of articles and substances
- Conducting special risk assessments for expectant, new mothers and young persons
- Providing such information, training, instruction and supervision as is necessary to ensure the health and safety at work of all employees
- Ensuring that home based colleagues' health and safety is of equal importance as office based colleagues
- Publishing our H&S manual with contents covering at least the following areas:
  - Health & Safety Policy Statement
  - Health & Safety Rules
  - Accident Recording and Reporting
  - Communication and Consultation
  - Contractors
  - Disabled Workers
  - Display Screen Equipment (DSE) or Visual Display Units (VDUs)
  - Electricity
  - Fire
  - Fire and Emergency Evacuation
  - Home Working
  - Manual Handling
  - New and Expectant Mothers
  - Personal Protective Equipment
  - Risk Assessment
  - Smoking
  - Stress at Work
  - Training for Health & Safety



## Human Rights

EW is vehemently opposed to the use of slavery in all forms; cruel, inhuman or degrading punishments; and any attempt to control or reduce freedom of thought, conscience and religion.

EW will ensure that all of its colleagues, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights.

EW will not enter into any business arrangement with any person, company or organisation which fails to uphold the human rights of its workers or who breach the human rights of those affected by the organisation's activities.

## Ethical Purchasing & Procurement

EW is committed to procuring its works, goods and services in an ethically and environmentally sensitive way, yet with proper regard to its commercial obligations, ensuring that suppliers deliver to agreed timescales, quality and cost.

Purchasing is undertaken in a manner that encourages competition, and offers fair and objective evaluation of offers from all potential suppliers.

Purchase of goods and services with an annual value in excess of £25,000 excluding VAT will be conducted according to the following principles:

- As far as possible, we ensure our suppliers are ethical, sensitive to the environment and operate within UK legislation
- Supplier's environment credentials will be vetted in accordance with the approved contractors' procedure to minimise their impact on EW's environmental performance.
- Tendering is based on both quality and cost and is evaluated in a fair, objective, and structured manner that actively encourages competition
- Small local organisations will be encouraged to participate in the procurement process
- Company colleagues responsible for purchasing will not accept corporate gifts, or any type of solicitation that could be construed as enticement
- Procurement practices will be transparent, auditable and fair
- We work with our suppliers to procure environmentally responsible products, such as those containing recycled materials or components
- Business transactions will, where possible be conducted electronically





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## **Review**

This policy will be reviewed regularly and may be altered from time to time in light of Legislative changes or other prevailing circumstances.

### **Signed:**

**Gavin Snell**

Chief Executive Officer  
Ellis Whittam Limited

**Date:** 6<sup>th</sup> March 2018