

## **Corporate Social Responsibility Policy**

### **Introduction**

The Company recognises that Corporate Social Responsibility (CSR) helps it meet its wider economic, social and environmental obligations, therefore the aim is to manage the business in a way that enhances the positive and minimises the negative with regards to the impact of daily work activities and services.

The business benefits that can be obtained from applying a successful CSR policy include:-

- Improved brand reputation within the local community
- Client and employee loyalty by promoting CSR
- Managing environmental risk through good CSR practice
- Reduced costs and increased cost efficiency

### **Corporate Social Responsibility (CSR) Team**

As part of the Company's long term strategy the importance of good CSR is recognised as a key driver to its success. It is the intention of the Company that CSR practices become embedded in daily activities, whether in or out of the workplace. The Company has in place a CSR team who meet on a regular basis to discuss CSR issues, share ideas and agree action points for promoting and supporting CSR activities. The team is currently led by Amanda Adie and Keelie Loftus, and all offices have a representative on the team, who represent a wide range of disciplines and seniority. The team is allocated an annual budget to support CSR initiatives.

The team focuses on the following key areas:-

- Environment
- Community
- Clients
- People

### **Environment**

The Company encourages everyone to take day to day responsibility for reducing the potential environmental impact of the business. The Company adopts a 'Reduce-Reuse-Recycle' policy. This includes but is not restricted to energy and water consumption, waste materials and paper use.

## **Reduce**

- Switching off lights and computer screen, wherever possible
- Only purchasing energy saving light bulbs
- Turning off all non essential power sources at night
- Turning off heating during warmer weather

## **Reuse**

- Reusing non confidential waste paper for scrap note pads
- Reusing used envelopes for internal mail

## **Recycle**

- Donating old PCs to charitable organisations
- Sending toner cartridges for recycle
- Using central bins for recycling of non confidential waste and other acceptable materials
- Confidential waste paper is shredded and recycled

## **Community**

The Company places great importance on supporting the community and aims to actively make a difference within the bounds of CSR. The Company commits to a number of CSR related activities which are summarised below, the list is not exhaustive:-

- Work experience placements for students from local schools and colleges
- Support via the Whitehead Monckton Charitable Trust
- Ad hoc sponsorship of charitable functions
- Fundraising for our nominated 'Charity of the Year'
- Pro bono work for local organisations
- Providing a rota service at Citizen Advice Bureau
- Sourcing local suppliers and services

## **Client**

The Company works hard to maintain a strong legal reputation within the local community based on the ability to deliver a professional, cost efficient, accessible and responsible service. Clients are core to our business and as part of the CSR ethos the Company is focused on retaining our clients through good communication, sound legal judgement and the ability to build long term relationships. The Company is aware that clients, whether personal or commercial, may have CSR commitments in which the Company could actively engage in or support in some other way. The Company is always happy to consider client suggestions. An overview of the Company's approach to CSR is available on the website.

## **People**

It is recognised our people are key stakeholders of the Company. It is the aim of the Company to develop and retain good teams who are motivated within their work and wish to assist in driving the Company forward by:

- Adopting a strong business strategy
- Providing channels for feedback and suggestions
- Applying diversity, fairness and respect within the workplace
- Given appropriate reward
- Training and developing individuals
- Opportunities for team building activities
- Providing an interesting working environment
- Allowing individuals to participate in charitable activities
- Providing the facility for charitable donations via Payroll Giving
- Working in the best practice approach
- Enhancing the working environment and relationships with social events
- Supporting staff with well being initiatives and working with HR on added benefits to peoples' employment

## **Reviewing this Policy**

This policy will be reviewed at least once a year however it may be amended at any time to meet the needs of the Company.