



Mitre Construction

External & Internal Refurbishment Specialists

COMPANY POLICY

Corporate Social Responsibility Policy

Mitre Construction Co Ltd (“MCCL”) 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

MCCL recognises that its operations have an effect on the communities and environment in which it operates. In light of this, MCCL 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 and Social Responsibilities

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

- Sponsorship of a local primary school’s sports kits
- Financial donations to local schools

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. MCCL'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 Mitre Construction Co Ltd
- Have pace, ambition and teamwork as core principles
- Treat each other equally and with respect and dignity

Environmental Management Programme and Objectives

Whilst MCCL does not produce any emissions or pollutants that come under the Integrated Pollution Prevention and Control Regulations issued by DEFRA, MCCL has identified that it's most significant impacts on the environment include:

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

Methods for meeting the objectives within the Environmental Management Programme include:

- Maximising the reuse, recycling and sustainable disposal of waste. All waste paper, cardboard and plastics are recycled
- Minimising unnecessary energy usage and waste
- Minimising the impact of company car usage.
- Purchasing consumables in an environmentally sustainable and fair manner
- Minimising unnecessary water usage and waste

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

MCCL is proud to hold 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 MCCL's aim to create an environment that encourages and values diversity within its workforce and builds on the differences individuals bring, enabling MCCL'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, MCCL 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 MCCL, to colleagues, temporary workers, clients, partners, visitors to MCCL, 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

Health and Safety

It is MCCL'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
- 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
 - Manual Handling
 - Personal Protective Equipment Risk Assessment
 - Smoking Stress at Work
 - Training for Health & Safety

MCCL 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.

MCCL 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.

MCCL 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 and Procurement

MCCL 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.

Review

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

A handwritten signature in black ink, appearing to read 'Alan Ranscombe', written in a cursive style.

Alan Ranscombe
Director
Mitre Construction Company Limited

Date 23rd January 2018