

## CCP11 Corporate Social Responsibility Policy

Policy information	
Organisation	Print Image Network Limited
Policy operational date	September 2020
Policy prepared by	Stephen Power
Date approved by Board/ Management Committee	September 2020

Responsibilities	
Trustees	John Foster – Managing Director
	Stephen Power – Services Director

Policy and procedure	
	<p>We are fully aware of the obligations placed upon everyone by the initiatives of the Social Value Act 2012: The Well-being of Future Generations (Wales) Act 2015 and The Procurement Reform (Scotland) Act 2014 Act. Along with the principles of ISO 26000, we support and apply them in all our decision making and overall activities wherever possible and relevant. Our CSR Policy is collectively supported by and interacts with all our established policies, systems and accreditations which include:</p> <ul style="list-style-type: none"> <li>• ISO9001 Quality Policy</li> <li>• ISO27001 Information Security Management System Policy</li> <li>• Health &amp; Safety Policy</li> <li>• Environmental Policy</li> <li>• Equal Opportunities Policy</li> <li>• Equal Opportunities Employment Policy</li> <li>• Business Continuity Policy</li> <li>• Corporate Social Responsibility Policy</li> <li>• Investors in People (Gold) accreditation</li> <li>• Customer Service Excellence accreditation</li> </ul> <p>We believe that a commitment to the principles of corporate social responsibility (CSR) is not only fundamental to a successful business but also aligns perfectly with our core business strategy, corporate values and those systems, accreditations and standards that already exist. In establishing our CSR strategy and setting out our initial policy we defined those areas we considered we could make the most impact:</p>

- People
- Community
- Democracy
- Suppliers
- Environment
- Charity and volunteering

When identifying how far an effective CSR Policy could reach, we considered its application in terms of geography and citizenry in the following areas:

#### Geography:

- Primary – our location in the Greater Manchester region
- Secondary – the North West of England
- Tertiary – England, Wales, Scotland, and Northern Ireland

#### Citizenry:

- Our employees and their families
- Our community
- Potential employees and their families
- Our strategic partners and members of our supply chain
- Our clients, their stakeholders, families, and their communities

### People

Print Image Network is an inclusive organisation. We are committed to fairness, equality and diversity in all our practices, procedures and interactions and this is reflected in our policies. We are dedicated to ensuring we have a healthy and educated workforce whose views are welcome and respected. We will nurture ambition and empower people to become knowledgeable and skilful. We will ensure our colleagues enjoy their work and have the opportunity to consistently amaze our customers with their friendly expertise and first-class service thereby helping to create a successful and continually developing business that benefits the majority.

We will continually invest time and resources into developing our Investors in People Gold (IIP) accreditation which is recognised as the international standard for people management. IIP defines what it takes to lead, train, support and manage people effectively and to achieve sustainable results. We firmly subscribe to the IIP framework which is designed to help organisations and their people to realise their full potential, providing a simple roadmap for excellence.

We subscribe to and support the tenets of the living wage and ensure our staff are remunerated and supported in a way that promotes a healthy work-life balance. A system of Reward and Recognition is used to encourage and empower staff and aligns with Indicator 5 of the Investors in People framework.

### Community

We have committed to build mutually supportive relationships with our wider community focussing primarily on local concerns but also national ones. We recognise that we can play an important role in our local community and therefore we aim to make the communities in which we operate, better places. We will continue to encourage and empower our employees to get involved with their local communities and use their skills, supported by company time and resources, to help create a mutual and collective benefit.

**Suppliers**

We value our suppliers and we are committed to maintaining high standards in all our interactions with them. By sharing best practice, we will assist in ensuring the best possible service to our customers through training, product development and technology.

By aligning our standards, we will ensure that our supply partners reflect our attitudes and principles of ethical, mindful and considerate trading that presents a sustainable model of reliability and service equal to our own. We will ensure that all relevant laws applying to employment, pay and conditions, Health & Safety standards, equal opportunities, discrimination relevant to age or sex, bribery, whistleblowing and slavery or any other exploitation of any kind are met and adhered to and that all vendors will be appraised and assessed at least on an annual basis to ensure continued compliance.

We will endeavour to support suppliers and thereby local employment within the geographical areas of our contract awards so that the economic benefit of procurement returns to its source, wherever possible.



**Environment**

We know that our business activities have an impact on the environment and we recognise our duty to manage and reduce that impact in a responsible and ethical manner. Our strategy is to identify significant environmental impacts and put processes in place to prevent, reduce and mitigate them. Our primary focus is to minimise waste, promote recycling, reduce energy consumption, reduce harmful emissions and work with customers and supply partners to design less resource intensive products and methods of production whilst at the same time, maintaining quality, delivery and service standards. As a minimum, all of our paper will be sourced through Forest Stewardship Council (FSC) accredited sources. Wherever possible, vegetable and water-based inks will be utilised for print production to negate harmful emissions and all materials of any kind will be sourced as locally as possible.

**Charity and volunteering**

We will continue to encourage staff to support community projects and have appointed a "Community Champion" to act as co-ordinator and to identify local and national issues that could benefit from support. We recognise that not all deserving causes have the benefit of charitable status therefore, each year, staff members will be invited to nominate both charities and local good causes that are meaningful to them. A companywide vote will determine the top three choices for the year to enable us to raise funds by donation and sponsorship and contribute time and resources generated through various events and marketing activity throughout the year.

Policy review	
	<p>This policy will be reviewed and if necessary, revised to reflect the latest developments on at least an annual basis. During this evaluation of our actual and potential impact of our activities we will also consider any future changes to applicable law and regulation to ensure that future policy continues to surpass industry standards.</p> <p>The results of all reviews are communicated throughout the company and appropriate action is taken.</p>
Responsibility	Company Directors, Office Manager & Discipline Managers
Annual Review Date	30 January

Authorised by		
Directors	John Foster	Stephen Power
Signature		
Date	01/09/2020	01/09/2020