



CORPORATE SOCIAL RESPONSIBILITY POLICY

Operating in a responsible and sustainable manner is important to Workspace Design and Contracts. We see corporate responsibility as a discipline that helps us manage risks and maximise on the opportunities available to us in a changing world. Our Corporate Policies are intended to provide a framework for the governance of Workspace Design and Contracts and adherence to our policies and related operating procedures is the responsibility of every Workspace Design and Contracts employee.

We provide and maintain a clean, healthy and safe working environment and operate in accordance with our Health and Safety policy statement.

We operate in an open and honest way with our clients and suppliers and apply a zero tolerance approach to acts of bid-rigging, mis-selling, bribery or corruption by any of our employees, business partners or agents working on our behalf.

We seek and respond to the opinions of our employees and clients, and respond to any complaints in accordance with our procedures.

Our contracts with suppliers clearly set out the agreed terms and conditions and we encourage suppliers to adopt responsible business policies for mutual benefit including improving local labour standards and environmental management in the supply chain. We pay our suppliers in a timely fashion and operate in accordance with the Prompt Payment Code wherever possible.

We seek to protect the environment by operating in accordance with our Environmental Policy.

We acknowledge the value of local communities and aim to build positive relationships wherever possible. We seek to make a positive contribution through the services we provide and encourage participation, interaction and engagement. We recognise the environmental and social benefits of using local suppliers to support our company.

We are committed to understanding, monitoring and managing our social, environmental and economic impact to enable us to contribute to society's wider goal of sustainable development.

This commitment is deeply ingrained in our core values and we aim to demonstrate these responsibilities through our actions and within our corporate policies.

At Workspace Design and Contracts, we define Corporate Social Responsibility as follows:

- Conducting business in a socially responsible and ethical manner;
- Protecting the environment and the safety of people;
- Supporting human rights; and
- Engaging, learning from, respecting and supporting the communities and cultures within which we work.

Workspace Design and Contracts will ensure that all matters of Corporate Social Responsibility are considered and supported in our operations and administrative matters.

This Policy applies to activities undertaken by or on behalf of Workspace Design and Contracts.

All Workspace Design and Contracts employees, suppliers and contractors are to adopt the Corporate Social Responsibility considerations described in this policy into their day-to-day work activities. Workspace Design and Contracts leaders are to act as role models by incorporating these considerations into decision making in all business activities. Workspace Design and Contracts will ensure that appropriate organisational structures are in place to effectively identify, monitor, and manage Corporate Social Responsibility issues and performance relevant to our business.

This Policy is built on the following areas that reflect existing and emerging standards of Corporate Social Responsibility:

Business Ethics and Transparency

Workspace Design and Contracts is committed to maintaining the highest standards of integrity and corporate practices in order to maintain excellence in its daily operations, and to promote confidence in its systems.

- Workspace Design and Contracts will conduct its business in an open, honest, and ethical manner.
- Workspace Design and Contracts recognises the importance of protecting all of our human, financial, physical, informational, social, environmental, and reputational assets.

- Workspace Design and Contracts will advise its partners, contractors, and suppliers of its Corporate Social Responsibility Policy, and will work with them to achieve consistency with this policy.
- Workspace Design and Contracts is committed to measuring, auditing and tracking the performance of its Corporate Social Responsibility programmes.

Environment Health & Safety

Workspace Design and Contracts is committed to protecting the health and safety of all individuals affected by our activities, including our employees, contractors and the public. Workspace Design and Contracts will provide a safe and healthy working environment, and will not compromise the health and safety of any individual.

Our goal is to have no accidents and mitigate impacts on the environment by working with others to promote responsible environmental practices and continuous improvement.

- Workspace Design and Contracts is committed to environmental protection.
- Workspace Design and Contracts recognises that pollution prevention and resource conservation are key to a sustainable environment, and will effectively integrate these concepts into its business decision-making.
- All employees and contractors are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes, and for operating in an environmentally responsible manner.

Workspace Design and Contracts has committed to:

1. Fully supporting and promoting social and environmental concerns with manufacturing partners within our supply chain.
2. Promising to conserve our environment by managing and mitigating the impact of harmful substances, as defined by the HSE, in its material and manufacturing processes.
3. Being a socially and environmentally conscious company, operating in full compliance with UK laws and regulations regarding the ethical, health and safety, and environmental compliance.

We do not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment.

Workspace Design and Contracts work with our suppliers to help them treat their workers and employees fairly and with dignity and respect, maintain safe working conditions, and conduct manufacturing activities in an environmentally safe and responsible manner. Workspace Design and Contracts does not tolerate human rights abuses, human trafficking and/or slavery, and will not engage or be complicit in any activity that solicits or encourages human rights abuse.

Signed:  Date: 13th March 2019

James Ross
Director Responsible for Health and Safety