

Corporate Social Responsibility Policy

Management Commitment

Our Corporate Social Responsibility (CSR) policy refers to our responsibility toward the environment. We are committed to protecting the environment and all people and will do so through compliance and proactiveness.

Through compliance we will respect the law, comply to all internal policies, ensure that all our business operations are legitimate and fair, keeping all business operations and partnerships open and transparent.

We will always conduct business with integrity and respect to human rights. We will prioritise safety, wellbeing and respect all collaborations throughout the business. We will promote anti bribery and anti-corruption practices.

Protecting the Environment

We recognise the need to protect the natural environment and are committed to specific objectives in this aim.

Our objectives are as follows:

- Minimise physical office space wherever possible to reduce overall energy and water consumption.
- Minimise travel, both domestic and international, by encouraging homeworking and offering customers virtual classrooms for remote service delivery.
- Minimise waste and reuse and recycle wherever possible. Ensure waste is only transferred to an authorised contractor and provide a written description of the waste, maintaining records for a minimum period of 2 years.
- Maintaining a commitment to a paperless environment. Minimise printing wherever possible.
- Consider the environmental impact in all decision making.
- Control emissions to the atmosphere to the levels set by legal requirements but in all activities work towards net zero greenhouse gas emissions.
- Control liquid discharge to within the limits set by the environment agency.
- Inform and educate new and existing staff through a programme of continual learning about the environment, our impact, and their individual responsibility.
- Communicate our Environment objectives to vendors, partners and customers and actively seek their support to work specifically towards net zero greenhouse gas emissions. Request information on all supplier and contractor assessments to understand how they are working towards net zero greenhouse gas emissions. Collaborate where possible to create a positive impact.
- Promote proactive behaviour and plant a tree each year for every member of staff.

Protecting People

People are the heart of our business, and we are committed to the health and safety of our employees, the community and our wider supplier, customer and partnership network. We will support diversity and inclusion in all our actions and most importantly in our recruitment.

We are dedicated to protecting human rights. We are an equal opportunities employer and will abide by all fair labour practices. We are absolutely committed to acting ethically with preventing slavery and human trafficking in our activities and ensuring that our supply chain is free from slavery and human trafficking.

We operate the following policies to identify modern slavery risks and prevent slavery and human trafficking:

- Employee code of conduct – We make clear to employees the actions and behaviour expected of them when representing Cadline. We strive to maintain the highest standards of employee conduct and ethical behaviour when operating abroad and managing our supply chain.
- Supplier code of conduct – We are committed to ensuring that our suppliers adhere to the highest standards of ethics. Suppliers are required to demonstrate that they provide safe working conditions where necessary, treat workers with dignity and respect, and act ethically and within the law in their use of labour.
- Recruitment/Agency workers policy – We use only specified, reputable employment agencies to source labour and always verify the practices of any new agency we use before accepting workers from that agency.

Proactiveness Charity

We preserve a budget for monetary donations and support both local community projects and wider charitable organisations.

Volunteering

We encourage employees to volunteer either through programmes organised internally or externally, and particularly encourage volunteering in local communities.

Claire Bass
Director

January 2023