


# CORPORATE SOCIAL RESPONSIBILITY

<b>VERSION No</b>	1	
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## Policy Statement

This organisation is committed to good practice and ethical behaviour, and we recognise that we have responsibilities to all stakeholders. We regularly review our employee, ethical and environmental policies and improve them where appropriate.

Corporate Social Responsibility for this organisation is about how we align our activities with the expectations of our stakeholders in relation to our economic, social and environmental impacts. Our stakeholders include local authorities and private residents, as well as our employees, suppliers, communities and society.

## *THE POLICY:*

### **Business Ethics**

This organisation works to ensure standards are met, and where possible, exceeds all relevant legal requirements.

This organisation endeavours to behave with honesty, integrity and acts fairly and ethically in its relationships and dealings with its suppliers, customers and other stakeholders and extends its own values to relationships with these parties, working only with companies that uphold high standards of ethical conduct and fair practices.

The organisations employee handbook details its approach to these matters and a section on whistle blowing encourages employees to report any concerns and provides means for them to do so with anonymity. This is reinforced in the organisations Whistle blowing policy

## *SUMMARY OF KEY POLICIES:*

### **Equal opportunities policy**

This organisation is committed to achieving equal opportunities for all, through fair employment policies, procedures and practices.

The organisation respects employee human rights and dignity and recognises the advantages of a diverse workforce. This organisation does not tolerate any harassment of, or discrimination against, employees or potential employees, irrespective of their race, religion and belief, sex, sexual orientation, age, disability, marriage and civil partnership, pregnancy and maternity, gender reassignment.

### **Employment of people with disabilities**

This organisation makes every effort to ensure that disabled employees are treated fairly and without prejudice.

Job applicants with disabilities have an equal opportunity to be selected for employment as long as they are able to fulfil their duties, and disabled employees have an equal opportunity to be selected for promotion and receive training to aid their career development. However, this organisation is aware of its responsibility in working in a Regulated Activity to ensure that employees are fit both physically and mentally to do the work required.

### **Family friendly employment policies**

The Maternity, Paternity, Adoption and Shared Leave policies of this organisation meet the statutory minimum standards in relation to leave.

Flexible approaches to returning to work after maternity leave, including part-time and non-standard hours of work, are adopted where viable.

We also offer care/ support staff the opportunity of selecting their working hours, and patterns of work to

fit in with existing domestic arrangements.

### **Employee training and development**

This organisation considers continuous learning to be one of its core organisational values and training is a key constituent of the employee supervision and appraisal processes.

This organisation has a dedicated in-house training team which, together with the manager, is responsible for sourcing appropriate employee training. This organisation aims to provide a safe and rewarding career pathway for all its employees

### **Employee communication and involvement**

Managers and their employees are kept informed of general business issues and other matters of interest. This is by regular staff meetings, memos and newsletters which are used both to communicate organisational matters to employees and to elicit questions, feedback and requests.

### **Procurement**

People are the organisations largest expense and the procurement of other supplies such as stationery and medical supplies is a smaller proportion of outgoings.

However, we aim to use local companies for supplies wherever possible and have a company policy of recycling printer cartridges, paper, cardboard and other supplies as appropriate.

### **Health and Safety**

Given the nature of our services, Health and Safety is a priority within the organisations work spaces. The organisation's Health and Safety Policies and Procedures are issued to all employees at the start of their employment, and induction training for all staff, reinforces specific health & safety training.

### **Environment**

The organisation seeks to reduce usage by encouraging employees to turn off equipment and lights outside of normal office hours, and where possible minimise usage during working hours. In essence, we encourage all staff to develop a sustainable approach to their work and make the most efficient and effective use of all resources.

### **Political and charitable donations**

This organisation policy is that it does not donate money, services or facilities to political parties. This organisation endeavours to work with charities and organisations that are either in some way local, or of interest to its employees or residents.

### **Quality Assurance**

An annual quality audit of all the organisations policies is undertaken as part of our statutory obligations under the Health and Social Care Act 2008, and in accordance with the Guidance issued by the Care Quality Commission. This is part of our continual quality monitoring system.

### **Training Statement**

Any member of staff responsible for any of the above will be given adequate training to enable them to carry out the required task. The organisations responsibilities under Corporate Social Responsibilities will be explained to all staff to enable them to understand their own responsibilities to Corporate Social Responsibilities.

#### *Related Policies*

*Accessible Information and Communication*

*Audit*

*Bribery and Corruption*

*Business Contingency and Emergency Planning*

*Duty of Candour*

*Good Governance*

*Quality Assurance*

*Whistleblowing*