

Corporate Social Responsibility Statement

1. **CSR Policy**

1.1 **Introduction**

G J Associates Limited recognise that we must integrate our business values and operations to meet the expectations of our clients, in relations to our customers, employees, suppliers, the community and the environment.

We recognise that our social, economic and environmental responsibilities are integral to our business. We aim to demonstrate our commitment to our responsibilities through our actions and within our corporate policies.

We take seriously all feedback that we receive from our clients, their employees, candidates and, where possible, maintain an open dialogue with them to ensure that we fulfil the requirements outlined within this policy.

All Directors and employees are responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities.

The prosperity of our business and of the communities within which we operate requires a commitment to the sustainable management of our activities. We have therefore developed a policy that affects and enhances all areas of our business.

We wish to adopt and commit to the principles and practices set out below.

1.2 **Staff/People**

We are committed to the well-being and continual development of our people and to training our workforce, where employees are appreciated, valued and given regular feedback so that each employee has a clear understanding of their role and how they contribute to the business.

We operate a meritocracy, where all employees are recognised and rewarded on the basis of their performance, effort, contribution and achievements.

We expect our employees to act with integrity towards one another and exercise a high standard of business practice and workmanship.

We support diversity, fairness and equal opportunities and aim to involve and consult regularly with employees as to the direction of the business.

1.3 **Customers**

We aim to build long term relationships with all our customers and other stakeholders by understanding their objectives as they evolve over time and meeting their needs. We aim to give fair value, consistent quality and reliability.

We aim to have the highest professional and ethical standards and will be honest, open and transparent in all our dealings with customers.

1.4 **Suppliers**

We aim to create and maintain strong relationships with key suppliers and contractors. We aim to choose suppliers that share our ethos in relation to employment practices, quality and environmental controls. This will be communicated to all suppliers and potential suppliers.

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1.5 Health & Safety

We aim to achieve and maintain the highest standards of health and safety and provide a safe and healthy working environment for all our activities.

1.6 Environment

We have implemented an environmental policy appropriate to our business.

We are aware of our environmental impact as a business and have taken and continue to take appropriate steps to mitigate that impact, including setting environmental objectives and targets, implementing procedures and providing training so employees understand their environmental responsibilities and can seek to improve our environmental performance.

1.7 The Community

We recognise and understand the significance of the local community within which we operate. We aim to enhance our contribution to the community by being sensitive to the needs of local people and groups and promoting ethical and socially responsible trading. We actively support and donate to the following charities/non-profit organisations within our community, local boys football team Essex Royals.