



Social Responsibility Policy

Version 2

Includes:
Modern Slavery statement
Ethical Labour practice
Environmental commitment
Sustainable development

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This policy will be reviewed on an annual basis. Keir Training and Recruitment Ltd., reserves the right to amend this policy, following consultation, where appropriate.

Date created:	March 2022
Date of last review:	March 2022
Date of next review:	March 2023



Introduction

Keir Training and Recruitment Ltd., (Keir) is committed to making a positive contribution to society, the environment and the economy. We embrace our values to provide a constructive working environment with an ethical framework in place for the behaviour and conduct of all our people. Integrity is important to us and it is fundamental to our business that we show respect and value everyone at the heart of our company. We welcome all our learners, stakeholders and colleagues from their diverse backgrounds, experiences, styles, approaches and ideas and encourage them to grow as a part of our team. We care about what happens outside of the Keir Community, whether it is helping the environment or local charities, we accept our responsibility as a business to contribute to the world around us.

Ethical Labour Practice (Modern Slavery statement)

Keir strictly prohibits the use of modern slavery and human trafficking in our delivery and supply chain. Section 54 of the Modern Slavery Act 2015 requires certain organisations to develop a slavery and human trafficking statement each year. Our statement sets out what steps our organisation has taken to ensure modern slavery is not taking place. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards.

Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery is a crime and a violation of fundamental human rights.

We shall be a company that expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery -we have a zero-tolerance approach to modern slavery in our organisation and our supply chains. The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Workers must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy. We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our delivery and supply chain.

As part of our ongoing risk assessment and due diligence process we will consider whether circumstances warrant us carrying out audits of suppliers for their compliance with our Code of Conduct. If we find that other individuals or organisations working on our behalf have breached our fundamental principles, we will ensure that we take appropriate action.

Environmental commitment

The policy aims to outline any environmental commitments and awareness of the social obligation Keir has in its trading. Keir is committed to the promotion of any environmentally sound practice, preserving natural resources and preventing environmental pollution in all dealings.

We aim to promote the concept of all sustainable developments in all Keir communications to other persons, ensuring current needs can be surpassed without compromising the ability of future generations to succeed, In addition to environmental protection. Keir commitments extends to all activities, endeavouring to prevent environmental damage; minimising energy and resource usage and ensuring the principles of sustainable development are operated throughout all delivery. Keir will therefore be committed to:

- Minimise and where reasonably practicable eliminate any adverse impact on the environment arising from the activities of the business
- Minimise the use of energy, resources consumed and waste produced, whilst maintaining a professional and safe working environment
- Support the reuse and recycling of materials, emphasised by the development of our recycled product options
- Ensure the legal disposal of all wastes arising from the activities of our business.
- Comply with, and wherever possible exceed the environmental requirements of appropriate legislative bodies and our customers
- Minimise the use of non-renewable resources, hazardous chemicals and other pollutants, in favour of using eco-friendly products and material alternatives
- Ensure all staff are provided with appropriate and adequate information and training and are competent in all environmental matters
- Inform and train our staff to understand and fulfil their environmental responsibilities to the company
- Establish and measure the environmental performance against objectives, which will identify significant environmental aspects and impacts from current and past activities. Ensuring mistakes are rectified and appropriate changes made
- Continually improve our environmental performance

Principles of the four objectives for sustainable development

These are recognised by the UK Government as:

- ✓ Social progress and equality
- ✓ Environmental protection
- ✓ Conservation of natural resources
- ✓ Stable economic growth

It is, therefore, our legal and moral responsibility to ensure all our activities prevent damage to the environment. We seek to sustain and enhance the environment and encourage our customers, colleagues and suppliers to adopt a similar stance.

An environmental management system has been developed to ensure the potential impact of all the activities that are identified, assessed and satisfactorily mitigated.

An Environmental Management System is a continual cycle of planning, implementing, reviewing and improving the processes and actions and undertakes totally in meeting its business and environmental goals.

This is achieved by:

- *Environmental management:* Ensuring the environmental aspects and impacts of our activities are monitored from the highest level, minimising environmental damage
- *Environmental responsibility:* All staff have clearly defined responsibilities and are adequately trained, motivated and confident within their roles
- *Environmental objective:* Initiatives to support sustainable development will be identified and implemented locally
- *Environmental promotion:* All staff will undertake environmental training. Staff are always to be environmentally aware, reporting any unsatisfactory conditions or improvements to management to ensure continual changes can be made

How we undertake our business will be reviewed on a regular basis to consider alternative ways of working that may positively contribute to the sustainable development of the environment.



- ✓ Recycling of used resources
- ✓ Rethinking the way business is conducted
- ✓ Reusing resources wherever possible
- ✓ Reducing energy and resource use
- ✓ Minimise and where reasonably practicable eliminate any adverse impact on the environment arising from the activities of business
- ✓ Purchase paper, subject to quality and price, which contains the highest proportion of recycled material
- ✓ Avoid use of coated/glossy papers where alternatives exist as such materials require greater resource use and prove difficult to recycle
- ✓ Refuse sacks should be made from 100% recycled plastics
- ✓ Replace metal office waste bins when broken and resource bins and liners made from 100% recycled plastics Avoid the purchase of plastic products where a more environmentally friendly option is available, e.g. recycled, and as a minimum, card lever arch files should be purchased and not plastic PVC ones

Disposable plastic products should not be purchased, where longer lasting and reusable alternatives are available. Energy is saved at every possible opportunity; lights switched off when feasible in addition to closing windows and doors to reduce expenditure on heating.

We will educate, train and motivate employees, learners and other stakeholders to monitor and assess the activities of themselves and others to ensure continuous improvement can be achieved.

All waste will be disposed of in accordance with the guidelines laid down within the Environment Agency's decree, specifically that all waste is handled, recovered and disposed of responsibly- waste will only be handled, recovered or disposed of by individuals or businesses that are authorised to do so.