



# CORPORATE SOCIAL RESPONSIBILITY POLICY

ISSUE	REV	DATE	DETAILS OF REVISION	AUTHORISED BY
01	00	25.11.19	Draft Issue of New Format	Karen Lewis
01	01	26.11.19	Final Issue of New Format	Mark Skinner
01	02	04.01.21	Annual Review – No Change	Mark Skinner
01	03	12.01.22	Annual Review – No Change	Mark Skinner
01	04	05.01.23	Annual Review – No Change	Mark Skinner
01	05	15.01.24	Annual Review – No Change	Mark Skinner
01	06	06.01.25	Annual Review – No Change	Mark Skinner

#### **Introduction to Corporate Social Responsibility (CSR)**

CSR refers to the way in which businesses regulate themselves in order to ensure that their activities positively affect society as a whole. This CSR policy aims to ensure that G&L Consultancy works ethically, considering human rights as well as the social, economic and environmental impacts of what we do as a business.

G&L Consultancy is committed to ensuring that any business undertakings are conducted as ethically as possible by following the below policy.

#### **Who we are and what we do**

G&L Consultancy Ltd provides the highest quality, most professional and cost-effective service possible, protecting the health and safety of all those affected by asbestos.

We have been carrying out asbestos management services for over 20 years with an office in Somerset, South West England, and one in Banbridge Northern Ireland.

The services we provide have been for clients in public bodies such as hospitals and education establishments, private corporations, and large public and private housing bodies. G&L Consultancy provide asbestos management services to clients across the UK and throughout the Republic of Ireland

#### **Looking after Employees**

- G&L Consultancy is an Equal Opportunities Employer as per the Human Rights Act 2010 and we comply with all aspects of the Modern Slavery Act 2015.
- We have an ISO18001 accredited health & safety management system which ensures the health & safety of our employees is at the core of our business.
- We have a health, safety and welfare policy which has a specific focus on the health and well-being of our staff.
- All staff have an individual training record and receive a formal annual performance and development review.
- We have nominated First Aid officers at each office and nominated Mental Health First Aid Officers as part of our management team.
- Staff are paid in excess of the National Minimum / Living Wage and are provided with an excellent company pension scheme as well as a flexi-time system. We have a range of family-friendly policies to ensure our staff achieves a healthy work-life balance.
- Regular team meetings are held to ensure effective and collaborative communication, as well as staff social events are held throughout the year.

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### **Looking after Customers**

- G&L Consultancy prides itself on providing the highest quality service to all our clients to ensure satisfaction and retention of clients.
- Health and safety is paramount in all the services we provide. Our customers can be satisfied that we will comply with all health & safety requirements they may have which are in addition to our own and to legislative requirements.
- We engage with our customers in a number of ways to ensure effective communication. We translate a number of our documents for non-English speaking stakeholders. We have clear and transparent communication with all customers to ensure their needs are fully met.

### **Suppliers' Standards**

- All G&L Consultancy suppliers are required to complete our Supplier Questionnaire before we can engage them.
- Our Supplier Questionnaire checks for evidence that suppliers adhere to the Modern Slavery Act 2015, and to the Bribery Act 2010.
- Wherever possible G&L Consultancy seeks to use local suppliers as we believe in supporting our local business community.
- We comply with all payment terms and pay suppliers properly and promptly.
- We commit to a clear line of communication with suppliers and have a comprehensive ordering system to ensure effective communication.

### **Protecting the Environment**

- G&L Consultancy is accredited to ISO14001, the international standard for effective environmental management systems.
- We have an Environmental Policy which sets out how we meet the requirements of our ISO14001 certification.
- G&L Consultancy endeavours to dispose of waste produced in an environmentally responsible manner where practicable. We seek to recycle and recover wherever possible raw materials and waste amongst staff and across all our activities, responsibilities and services.
- Where possible we source supplies which are recyclable or can be made from recyclable material.

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- Encouraging greener transport by:
  - Encourage staff to walk, cycle, car share or use public transport to get to work if possible.
  - Encourage staff to use greener fuels in their personal vehicles if possible.
  - Any company vehicles (such as delivery vehicles, plant / machinery, or company cars) should be as energy efficient as possible.
  - Where possible organise work to minimise vehicle use.

#### **Community Engagement**

- G&L Consultancy seeks to be an active member of the extended community. We provide annual sponsorship of local sporting events and sports clubs
- We support a number of local charities by organising staff participation days.
- We hold cake sales in support of key charities as well as displaying 'sweets for sale' in our reception in aid of charity.
- We support the surrounding community by employing local people.
- We support the future of the local business community by offering free asbestos awareness training and advice to local further education colleges for students undertaking relevant apprenticeships.
- We offer work experience weeks to local students as part of their school requirements to experience the working environment. Both laboratory and office-based weeks have been enjoyed by local students.
- G&L Consultancy has a seat on the board of IATP (Independent Asbestos Training Providers). A not-for-profit organisation working within the industry to continually improve the standard of asbestos training which is also a member of the Health & Safety Executive's Asbestos Liaison Group which works with stakeholders in a constructive way to reduce the future incidence of asbestos-related disease by working strategically to prevent occupational exposure to asbestos, or where this is not reasonably practicable, reduce and control such exposure and to improve the overall health and well-being of workers in the licensed asbestos sector.

This policy will be displayed in the main office and reviewed annually or earlier if significant business changes warrant it, and any revisions will be brought to the attention of staff. Copies of this policy will be held in all offices and available to all staff.

This policy has been endorsed by Julie Lewis and has the full support of the management team.

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The policy was reviewed and approved on 10<sup>th</sup> January 2025 following consultation with senior managers and workers.

Overall responsibility for the effectiveness of the policy lies with Julie Lewis, Quality Director. For more information, please contact this person: 01823 443 898

Director	Name	Signature	Date
Quality Director	Julie Lewis	<i>Julie Lewis</i>	10 <sup>th</sup> Jan 2025
Technical Director	Paul Lewis	<i>Paul Lewis</i>	10 <sup>th</sup> Jan 2025
Somerset Office	Name	Signature	Date
Health, Safety and Quality Manager	Mark Skinner	<i>Mark Skinner</i>	10 <sup>th</sup> Jan 2025
Operations Manager	Darren Alway	<i>Darren Alway</i>	10 <sup>th</sup> Jan 2025
Client Liaison Manager	James Ooyman	<i>James Ooyman</i>	10 <sup>th</sup> Jan 2025
Finance and HR Manager	Sally Monger	<i>Sally Monger</i>	10 <sup>th</sup> Jan 2025
Asbestos Removal & Air Test Manager	Jason Monger	<i>Jason Monger</i>	10 <sup>th</sup> Jan 2025
Training Manager	Jack Leese	<i>Jack Leese</i>	10 <sup>th</sup> Jan 2025
Survey Manager	Jo Haigh	<i>Jo Haigh</i>	10 <sup>th</sup> Jan 2025
Northern Ireland Office	Name	Signature	Date
Northern Ireland Director	Alan Lewis	<i>Alan Lewis</i>	10 <sup>th</sup> Jan 2025
Business Development & Personnel Manager	Karen Lewis	<i>Karen Lewis</i>	10 <sup>th</sup> Jan 2025
Lab Manager	Colin Webb	<i>Colin Webb</i>	10 <sup>th</sup> Jan 2025
Deputy NI Branch Manager	John McAleenan	<i>John McAleenan</i>	10 <sup>th</sup> Jan 2025