



# Corporate Social Responsibility Policy

Standard Group of Companies (SG) is committed to our Corporate Social Responsibility program and its constant improvement, working with our stakeholders to improve the quality of life in the local and wider communities.

This policy defines the basic principles, ethics and values that guide SG in its business conduct. We consider it critical that we work in accordance with these values to maintain our reputation and our relationship of trust with our workforce, contractors, customers, suppliers and the community.

Our CSR program Aims are;

- To ensure the Health, Safety and Welfare of all employees, contractors, sub-contractors and members of the public who may be affected by our work activities;
- To train and develop of all our employees, ensuring that they have the right skills to match their work-based responsibilities and aspirations;
- To manage our suppliers selection and only use reputable suppliers who are 'fit-for-purpose', have the appropriate level of document control and who will seamlessly operate within our business culture.
- To constantly improve our Environmental and Waste management performance;
- To engage the company and encourage our employees, in charitable and socially responsible activities both within and outside the work environment.
- To improve community relations.

To achieve these aims SG will endeavor to:-

## BUSINESS ETHICS & VALUES

We will conduct our business legally, honourably and ethically. At all times we will:

- Trade and compete fairly never obtaining or maintaining business through illegal conduct.
- Not tolerate any employee of the company offering, soliciting or receiving any form of bribe or inducement.
- Report financial information in a complete, accurate, honest and timely manner.
- Treat our customers, suppliers and stakeholders as we would want to be treated ourselves.

## COMMUNITY

We recognise that its activities have a direct and indirect impact on the communities in which we work. We will minimize that impact by adopting the following behaviours:

- Strive to be a good neighbor and foster and develop relations with local communities and schools.
- Engage in a constructive dialogue and wherever possible work in partnership with the community.
- Work with the local community to develop skills, education and training.
- Respect and acknowledge local cultural and religious needs.
- Respond promptly to enquiries from interested parties and provide relevant information regarding our activities.

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## **CHARITY & SOCIAL**

We will engage in support for local and national charitable activities, including those undertaken by its employees.

## **HEALTH AND SAFETY**

We are committed to providing a safe working environment for our employees, visitors and contractors and will:

- Guarantee that health and safety is the prime consideration in any activity undertaken.
- Promote and maintain policies on health & safety which will ensure best practices and a philosophy of continuous improvement.
- Strive towards attaining OHSAS 18001: Occupational Health & Safety accreditation.
- Ensure that all employees are competent and adequately trained in the tasks that they are responsible for.
- Measure, review and monitor our Health & Safety Key Performance Indicators

## **ENVIRONMENT**

We recognise that in society today, environmental issues are of concern to its customers, suppliers, employees and the community as a whole, and will work in partnership with them, industry and the regulatory authorities to improve the quality of life in general. To enable us to achieve our goal we will:

- Promote and maintain policies on the environment which will ensure best practices and a philosophy of continuous improvement.
- Strive to operate an environmental management system and gain accreditation to ISO 14001.
- Seek to reduce waste through recycling.
- Actively reduce pollution produced during our business processes.
- Actively seek to reduce energy and water consumption with the company.
- Encourage suppliers and sub-contractors to adopt good socially responsible practices.

## **PEOPLE & DIVERSITY**

We aim to be the employer of choice in our type of business. To meet this aim we will:

- Provide a safe and enjoyable place to work.
- Treat employees honestly and fairly, ensuring that dignity at work and mutual respect are enshrined in our working practices and the way we behave towards each other.
- Encourage personal development and provide appropriate and comprehensive training.
- Maintain clear disciplinary and grievance procedures.
- Promote and encourage consultation and the involvement of employees in the determination and direction of our working practices.
- Ensure our policy on equal opportunities is rigorously implemented at all levels within the company.
- Tolerate no discrimination on the on the basis of colour, gender, sexual orientation, marital status, age, disability, race, nationality, ethnic origin, religion or social background.

## **SUPPLIERS**

We aim to get the highest quality of product, service and value from our supply chain while encouraging our suppliers to abide by the principles of our policy on corporate ethics. To ensure that this is the case we will:

- Promote strategic partnerships with our major suppliers and subcontractors.
- Assess critical suppliers and subcontractors, monitor their performance and provide constructive feedback to encourage optimum performance.
- Ensure prompt payment of supplied goods/services in line with contractual arrangements.
- Where possible, seek to use small businesses in our supply chain that reflect the diversity of the community.

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## **CUSTOMERS**

We aim to be the supplier of choice in our type of business and a desire to prove that we can provide the best service and the best finished product at a competitive price in order to help our customers attain their aspirations. In order to build relationships of trust and confidence we will:

- Promote, maintain and communicate our customer service policy.
- Maintain our Quality Management System and accreditation to ISO 9001:2008.
- Communicate with customers providing them with and listen to their views.
- Adapt and change to meet the demands of the working arrangement.
- Work openly and honestly with the client and other groups participating in the arrangement.

The cooperation and involvement of SG employees and contractors at all levels is essential for the effective implementation of this policy. Every employee and contractor has an obligation to take reasonable care for their own safety and the safety of the people who may be affected by their acts or omissions, as well as safeguarding the environment and wider society that could also be affected by their acts or omissions.

### **Nageshwar Rao**

Group Managing Director  
Standard Group of Companies