



Corporate
Social
Responsibility
Policy

Working Document

Version	Date Issued	Brief Summary of Change	Owner's Name
V1.0	11/11/21	New working document	Teresa Rice
V2.0	06/06/2022	Updated	Teresa Rice
V3.0	15/08/2022	Updated	Teresa Rice
V3.0	20/11/2023	Updated main contact and review	Dan Warren

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Review and consultation process:	Annually on anniversary of approval.
Responsibility for Implementation & Training:	Line Manager

HISTORY

Revisions		
Date:	Author:	Description:
06/06/2022	Teresa Rice	Updated sections on Environment and Equal Opportunities
15/08/2022	Teresa Rice	Updated with new Company values and added Cultivating Talent section

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Corporate social responsibility policy

Definition

Corporate social responsibility (CSR) is a concept whereby an organisation recognises that its business operations and processes may have an impact on social, economic and environmental issues outside of the workplace. It also represents a commitment to ensuring and maintaining socially responsible behaviour in an organisation.

Purpose

We seek to sustain a business that is successful and respected in its ethical standing by our stakeholders. These include customers, clients, investors, regulators, suppliers and the community. We embrace the role our business plays on a day to day basis in contributing to a better society.

Statement from the organisation

Our values include putting our customers first, being honest and collaborative and we incorporate this into everything we do.

Policy

We are aware that the running of our business will, in many ways, affect our place of work, the community and the wider environment in which we operate. We believe that the way we run our business can and should make a positive difference in these areas and we aim to ensure that continued efforts are made to achieve that.

Our corporate social responsibilities are identifiable in the following areas:

Environment

With regard to the business' impact upon the environment, we are committed, amongst other initiatives, to:

- efficient printing
- reducing the amount of waste produced by the business
- ensuring that water/electricity is used responsibly by our employees
- recycling materials as extensively as possible
- using technology to lessen the need for travel
- using public transport or electric vehicles wherever possible when travelling

Charitable/community work

We are aware that the running of our business will, in many ways, affect our place of work, the community and the wider environment in which we operate. We believe that the way we run our business can and should make a positive difference in these areas and we aim to ensure that continued efforts are made to achieve that.

Education

We recognise the importance of education in our community and supporting individuals during this process is the key to advancement. We have a training platform where employees are trained on various subjects, e.g. Health and Safety, Information Security and Equality and Diversity etc. We actively encourage our employees to take up external training courses, often funded by ourselves and we offer a number of work experience placements in partnership with local schools.

Our employees

We keep our employees fully informed of our policies and procedures and we encourage them to share their ideas with us on both internal processes affecting them and the way our service is provided to customers/clients. Continuous feedback is critical to ensure we don't get complacent as a business. We send a quarterly Employee Survey out and report back to the employees on the results and our action plan. This ensures complete transparency and reaffirms the trust we've built within the business.

Equal opportunities

We are committed to providing an environment of equal opportunities for all members of our workforce. No account of any of the protected characteristics set out in the Equality Act 2010 shall be taken to a detrimental effect in any decision involving recruitment, promotion, provision of facilities etc. See our Equality and Diversity Policy for more detail in this regard.

Cultivating Talent

Partnered with Bournemouth University we are working with their Placement Co-ordinators across a number of faculties to provide training opportunities for students. These range from short term work experience placements through to year-long internships.

Your *trusted* technology partner

Additionally, we are a strong promotor of Apprenticeships and vocational training for young people within our business.

Business partnerships

We will strive to engage with local suppliers and businesses where possible to meet the business' operational needs, in order to support businesses within our area and decrease our carbon footprint.

In respect of our entire CSR initiative, we expect no lesser standards from our suppliers and business partners.

Ongoing commitment

We are fully committed to the principle of CSR and aim to ensure that no relevant policy decisions are made within the business, without first evaluating the potential CSR impact.