

CORPORATE SOCIAL RESPONSIBILITY POLICY

Eclipse Presentation Limited recognises the importance of integrating its standards and business operations. As a business our success has been built on the foundation and maintenance of relationships: with our clients, our candidates and our employees.

Our Principles

- We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business
- We aim to demonstrate these responsibilities through our engagements and within our policies and procedures
- We shall be open in communicating our policies, aims, performance and governance to our clients in our continual commitment to sustainable development
- We take seriously feedback received from our stakeholders
- The Directors are responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. Our performance with regards to this policy rest with all our employees

Purpose and Aims

The CSR policy applies throughout all of the business' processes and actions and governs our approach. By implementing this policy we aim to be socially responsible and demonstrate good business and working practices, and to promote this approach across the market in which we operate.

Our Business Conduct and Corporate Governance

- We are committed to ensuring that our business is conducted according to ethical, professional and legal standards
- We shall operate in a way that safeguards against unfair business practices and our contracts set out the terms, conditions and the basis of our relationship;
- All the laws and regulations that apply will be fulfilled
- We endeavour to ensure that our clients and employees have confidence in the management processes of the business by the conduct and professionalism of our employees
- All parties with whom we have a business relationship with will be treated in a fair and respectful manner
- We ask our customers for feedback on our performance to continually improve our service and ensure that comments are reviewed on a regular basis.

Sustainability and Environment

- It is our policy to conduct our business in a way that will minimise any adverse effect on the environment. In order to achieve this we aim to dispose of waste in the most environmentally friendly way.
- We endeavour to reduce our impact on the environment by promoting environmentally friendly solutions whilst maintaining a successful and competitive business.
- With a high number of vehicles coming and going from our warehouses every day we, of course, ensure all company vehicles meet all emission standards.
- In early 2015, we introduced E-payslips, which has reduced our carbon footprint and print and postal costs.
- In December 2016 we moved our IT infrastructure to a cloud based service provider.
- We continue to work towards improving our environmental performance.

Our People

- Our continued success depends upon recruiting and retaining the best people.
- Due to the technical nature of our business it is important that all staff are technically trained. Every new member of staff will go through a planned induction process.
- Communication is imperative to our business and our workforce, therefore we ensure our employees are updated on a regular basis. This would take various forms i.e. monthly updates from senior management, regular newsletters, employee surveys.



- We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy.
- We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated

Health & Safety/Welfare at Work

- The health & safety, welfare and wellbeing of our employees is paramount.
- Employees are issued with a H&S handbook as part of the induction process.
- Employees are eligible (subject to a qualifying period) to participate in a range of lifestyle and wellbeing benefits such as:
 - Health Cash Plan
 - Employee Assistance Programme (EAP)
 - Cycle to Work Scheme
 - Additional day off for birthdays

Charitable Giving

- We welcome opportunities to support charities wherever possible.
- We have strong relationships with a number of organisations both in the form of regular donations and through complimentary support for their events.