



Corporate and Social Responsibility Policy

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About Subvision Surveys

Subvision Surveys is a niche provider of professional surveying services to Utilities, Asset owners and to the construction industry.

Contact Details

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1. Introduction

Subvision Surveys believes that its employees are its most valuable resource and that their health, safety and welfare is of paramount importance.

Subvision Surveys recognises health and safety as an integral part of its business performance by reducing workplace injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities, and considers the successful management to be a key management objective.

Subvision Surveys is committed to:

Compliance with all legislative and regulatory requirements

The provision and maintenance of all plant, work equipment and safe systems of work

The safety and absence of risk to health in connection with the use, storage and transport of articles and substances

- The provision of suitable information, instruction, training and supervision
- A safe place of work, together with suitable means of access and exit
- The provision of emergency arrangements and facilities
- Continual improvement in all areas of health and safety management.

All employees are required to take reasonable care for their own health and safety and of others who may be affected by their actions or omissions, and cooperate with Subvision Surveys to ensure compliance with all legislative requirements and standards.

All business functions, sites and employees are expected to carry out their duties within the context of Subvision Surveys commitment to achieving high standards of health and safety in the workplace.

The Subvision Surveys Board is committed to developing a culture that supports the management of health and safety at all levels and shall ensure the necessary financial and physical resources, the competency of its employees and the provision of any necessary expert advice in order to support the health and safety policy.

2. Corporate and Social Responsibility Policy

2.1 Commitment

We are committed to:

- Continuous improvement in our Corporate and Social Responsibility (CSR) strategy;
- Encouraging our business partners to strive for matching performance;
- Acting in a socially responsible way;
- Continually improving our performance and meeting all relevant legislation;
- Encouraging our staff to be mindful of the effect of their actions on any natural resource.

2.2 Purpose and Aims

The purpose of the policy is to make clear to all stakeholders what we mean by CSR and how we propose to work towards achieving it. The CSR policy applies throughout all of the Procurement Service and governs our approach to all our activities;

In implementing this policy we aim to:

- Be responsible;
- Be an exemplar of good practice.

2.3 Standards of business conduct

- We recognise that good CSR embraces all aspects of sustainable development and the way we affect people through our business operations;
- We will assess which social issues are of most relevance to the contract and decide at what stage in the procurement lifecycle this social policy could most effectively and legally be included;
- We shall operate in a way that safeguards against unfair business practices;
- We believe that a responsible approach to developing relationships between companies and the communities they serve, global or local, is a vital part of delivering business success;
- When carrying out our business, in consultation with our customers, we will determine the environmental, social and economic issues;
- Our contracts will clearly set out the agreed terms, conditions and the basis for our relationship;
- We will continually review our policies and business practices to encourage engagement with small and medium enterprises and to promote the development of the regional supply chain.

2.4 Corporate Governance

- We will share and declare information on personal and corporate conflicts of interest and seek guidance from higher authority before acting;
- We are committed to ensuring that our business is conducted in all respects according to rigorous ethical, professional and legal standards;
- All the laws that regulate and apply will be complied with;
- We endeavour to ensure that stakeholders have confidence in the decision-making and management processes of the Procurement Service, by the conduct and professionalism of all staff. We do this by continually training and developing our staff;
- All groups and individuals with whom we have a business relationship will be treated in a fair, open and respectful manner;
- Competition will be reasonable and based upon the quality, value and integrity of the products and services being supplied;
- Feedback on performance will be actively sought, and we will continually review all activities to ensure best practice is observed at all times;
- We will allow our customers and vendors to give feedback on our performance and ensure that all customer comments are analysed, responded to and where appropriate, acted upon;

2.5 Environment

- Our objective is to endeavour to reduce our impact on the environment through a commitment to continual improvement;
- We will continue to work with our vendors to reduce their impact on the environment;
- Our customers will be informed of the key issues involved in procurement so they can make informed purchases to reduce their impact on the environment;

2.6 Human Rights

- We aim to support and respect the protection of internationally proclaimed human rights;
- Vendors are actively encouraged to observe international human rights norms within their work.

2.7 Equality and Diversity

2.7.1

Subvision Surveys recognises that discrimination and victimisation is unacceptable and that it is in the interests of the Company and its employees to utilise the skills of the total workforce. It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

- Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best

- We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for all in our employment.
- All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.
- We aim to eliminate discrimination on any grounds and promote equality of opportunity in the supply chain;
- We will ensure that our customers and vendors are able to work together in confidence and be treated with respect by each party;
- Our range of contracts will take account of the needs of a diverse customer base.

2.8 Sustainability

- A Sustainable Procurement Policy will be maintained that will set out the principles, policies and procedures on which sustainable business activity within Company will be based.
- The policy will act as a prompt to staff to consider sustainability as a factor in all purchasing decisions;
- We seek to minimise the adverse environmental effects of people travelling to and from our offices.

2.9 Impact on Society

- Implement initiatives accordingly;
- Our impact on the local and wider community will be understood and nurtured;

2.10 Ethics and Ethical Trading

- We will ensure clear visibility through our supply chains, so we know where all our products are made;
- Training will be provided to relevant people on environmental and social issues affecting our supply chains;
- We will ensure that vendors uphold the workplace standards and behaviours consistent with the Company's requirements.

2.11 Biodiversity

- We actively encourage the use of sustainable practices at all of our premises.

2.12 Vendors (Suppliers)

- Vendors will be worked with to help us achieve our policy aspirations in the delivery of our products and services;
- We shall encourage vendors to adopt responsible business policies and practices for mutual benefit;
- Vendors are regarded as partners and we will work with them to help us achieve our policy aspirations in the delivery of our products and services;
- A documented environmental and social assessment will be undertaken for every new contracted vendor;
- We are committed to ensuring that the welfare of workers and labour conditions within our supply chain meet or exceed recognised standards;
- Where necessary, we will exert procurement pressure to ensure that all of our vendors behave in a socially responsible way. This includes environmentally-friendly products and making sure that workers are treated properly;

Where appropriate, our tender specifications include questions to reflect our desire for sustainable procurement;

- We hold regular meetings with vendors to support these ideas;

- We will continue to work with vendors to:
 - Promote more environmentally friendly products and promote these to our customers
 - Reduce the amount of packaging and transit where possible
 - Implement schemes to take-back, recover, re-use and recycle products at the end of their use/life

2.13 Responsibilities of Management

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors / Managers who will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each manager will ensure that:

all their staff are aware of the policy and the arrangements, and the reasons for the policy; grievances concerning discrimination are dealt with properly, fairly and as quickly as possible; proper records are maintained.

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- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

2.13 Responsibilities of Staff

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements;
- not discriminate in their day to day activities or induce others to do so;
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.
- ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.
- inform their manager if they become aware of any discriminatory practice.

Signed



Name ...JAMES HOOK.....

Position ...MANAGING DIRECTOR..... **Date** ...01/04/2021.....