

Corporate Social Responsibility policy

1 | Introduction

- 1.1. This document defines General Industries' strategy on corporate social responsibility (CSR). It has the endorsement of General Industries' Board of Directors and will be regularly reviewed to ensure that it reflects any changes in applicable laws and developments in acceptable standards for the conduct of business.

2 | Definition

- 2.1. Within this strategy, "corporate social responsibility" (CSR) is defined as a business approach that aims to contribute to sustainable developments by delivering tangible economic, social and environmental benefits for all stakeholders.

3 | Our Commitment

- 3.1. General Industries recognises that the company has a responsibility to ensure that the impact of our business is positive and that we are good corporate citizens.
- 3.2. General Industries is committed to ensuring that it embraces the concept of CSR throughout all aspects of the organisation in order to contribute positively to the communities in which the organisation and its suppliers operate.
- 3.3. In order to maximise its adoption of CSR and sustainability, General Industries' CSR strategy is split into four areas:
 - Sustainability
 - Staff
 - Charitable giving
 - Supporting communities
- 3.4. In addition to internal commitments to this strategy, General Industries will also work actively with suppliers and clients to ensure that they meet the organisation's values and place sustainability considerations at the heart of every decision.
- 3.5. **Sustainability**
 - 3.5.1. General Industries is conscious of its responsibility to minimise the environmental impact of its activities and behave in an environmentally sustainable manner.
 - We aim for our work to be paperless wherever possible and that what paper we do use is recycled
 - We seek to re-use paper and outdated marketing material wherever possible and to attempt to repair damaged equipment before replacing it
 - We consider the environmental impact of all transport options, seeking where possible to minimise pollution and promote greener transport options
 - We work to minimise our energy usage, turning off all lights and heating/cooling systems when they are not required. We use energy-saving lights throughout the office

- We use both hot-desking and home-working practices to reduce our office footprint
- We use conference calls instead of office visits whenever possible when liaising with clients

3.6. **Staff**

- 3.6.1. General Industries recognises that its staff is its most valuable asset as an organisation. General Industries' employment policies seek to exceed mere compliance with relevant legislation in order to create a working environment that embraces diversity, fairness and equality of opportunity throughout the workplace.
- 3.6.2. More information on this topic can be found in General Industries' Employee Handbook and Staff Development Policy.

3.7. **Charitable giving**

- 3.7.1. As part of General Industries' recognition of its responsibility to make a positive impact on the communities in which it operates, the organisation is committed to supporting local charities and not for profit social enterprises.
- 3.7.2. This support ranges from direct donations to fundraising events and raising awareness of those organisations both internally and externally.
- 3.7.3. General Industries will agree on a case by case basis those organisations that it will support.
- 3.7.4. General Industries will publish a list of organisations it has supported on an annual basis.
- 3.7.5. If any General Industries employee would like to propose another organisation or charity for the organisation to consider supporting, this should be raised with an Executive Director.

3.8. **Supporting communities**

- 3.8.1. General Industries is conscious of its responsibility to the wider communities in which it operates, and so in addition to charitable giving is committed to involving itself in community projects, such as offering work experience.
- 3.8.2. If any General Industries employee has a suggestion for a community project for the organisation to consider involving itself in, this should be raised with an Executive Director.
- 3.8.3. In addition to community projects, General Industries will support and encourage its staff to engage in the governance of organisations within our spheres of influence, for example by holding non-executive directorships of charities or not for profit organisations.
- 3.8.4. General Industries is also committed to supporting its clients to contribute to their communities and consider the impact of their plans on their stakeholders.