



skewb

Corporate Social Responsibility Policy

This policy covers our commitment to CSR, and how we work with our employees, supply chain, environment and the community.

January 2021

Version 2.0



At Skewb, we acknowledge that the actions we take have an impact on society and we have a responsibility to conduct ourselves ethically. We are committed to delivering services which promote water and energy efficiency and drive sustainability within our communities. Our employees, contractors and partners are the heart of enabling us to deliver on our commitments.

Our Commitment

Skewb are committed to driving water and energy efficiency, and sustainability to positively impact our communities and the environment. We are also committed to working ethically, delivery excellence, and improving standards for our clients and employees.

By putting CSR into practice, we are committed, wherever possible, to:

- Conducting ourselves responsibly and in an ethical manner
- Creating a positive and supportive working environment
- Supporting local communities by encouraging local employment and procurement
- Improving service levels to clients
- Operating fairly in how we procure and manager our suppliers and other third parties
- Drive water and energy efficiency, and sustainability to minimise the impact on our environment.

We recognise that our social, economic and environmental responsibilities are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

This policy is about how Skewb takes account of its economic, social and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate Social Responsibility, we aim to align our business values, purpose and strategy with the needs of our clients, whilst embedding such responsible and ethical principles into everything we do.

We build relationships with our customers, suppliers and the local communities we are part of, by encouraging our employees to consider the needs of others and involve themselves in giving back to society.

Responsibility and Review

The operational and ultimate responsibility for the commitment to our Corporate & Social Responsibility principles lie with the Executive Management Team, although every employee is expected to give their full co-operation to the principles in their activities at work.

Consultants or visitors are also expected to adhere to our corporate policies. The effectiveness of the Policy Statement will be monitored and reviewed at least annually to ensure the Company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement.

All employees and associates at Skewb have a role to play in complying with our CSR objectives and are regularly encouraged to make further suggestions in relation to initiatives that positively impact the environmental and local communities, this is the mantra from their very first day at Skewb.



We are committed to ensuring our policy remains effective. As part of our ongoing commitment, this policy is reviewed at least annually to verify its effective operation. Records of the reviews are maintained, and any necessary amendments are made to the policy, as appropriate.

Our CSR Principles

Our Conduct

Our Working Environment

We aim to adopt the highest professional standards and not to act in such a way as to compromise Skewb's values

We are committed to operating an equal opportunities policy for all present and potential future employees and we have implemented safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.

We are committed to the well-being and continual development of our people, where employees are respected, appreciated, valued and given regular feedback so that each employee has a clear understanding of their role and how they contribute to the business. All employees are recognised and rewarded on the basis of their performance, effort, contribution and achievements.

We actively promote respect between our teams in their dealings with each other, with clients and other third parties. We expect our employees to act with integrity towards one another and exercise a high standard of business practice and workmanship.

We encourage our management teams to connect regularly with their teams (at least quarterly) to ensure that any developmental needs can be discussed and addressed.

The Operations Teams are committed to providing the support, tools and platforms to ensure that our employees are fulfilled and happy within their roles.

We aim to involve and consult regularly with employees as to the direction of the business, vision and mission.

Our Community

We recognise and understand the significance of the local communities in which we operate. We aim to enhance our contribution to the community by being sensitive to the needs of local people, groups and promoting ethical and socially responsible trading.

We actively support and donate to charities/non-profit organisations within our community and encourage our employees to get involved with various fundraising initiatives. We regularly donate to charities in need in line with national fundraising events or localised events.



We encourage our employees to volunteer in the capacity of internal Skewb initiatives or personal interests organised externally.

Our Clients

We aim to build long term relationships with all our customers and other stakeholders by understanding their objectives as they evolve over time and meeting their needs.

We aim to have the highest professional and ethical standards and will be honest, open and transparent in all our dealings with customers.

We are committed to delivering a high level of service to all our clients.

Our Suppliers

We are committed to eliminating unlawful discrimination and to promoting equality and diversity in our professional dealings with suppliers and other third parties. Our Equality and Diversity Policy can be found on our company SharePoint or People HR System.

We endeavour to enter into clear and fair contracts with our suppliers and we commit to the timely settlement of suppliers' invoices.

Wherever possible, we aim to support the local economy by contracting with local suppliers.

We aim to create and maintain strong relationships with key suppliers and contractors.

We aim to choose suppliers that share our ethos in relation to employment practices, quality and environmental controls. This will be communicated to all suppliers and potential suppliers.

Our Environment

We have implemented an Environmental Policy appropriate to our business.

We are aware of our environmental impact as a business and have taken and continue to take appropriate steps to mitigate that impact.

We are committed to behaving responsibly and to minimising our impact on the environment. We aim to minimise our impact on the environment by:

- Minimising waste and adopting sensible recycling policies in respect of our paper and food consumption
- Promoting safe, energy efficient, comfortable working conditions, through access to various policies on Working from Home, DSE and Wellbeing
- Encouraging staff to limit unnecessary journeys to minimise our carbon footprint

Health and Safety



We aim to achieve and maintain the highest standards of health and safety and promote safe and healthy working environments for our employees and associates wherever they are located.

We have a current and effective Health and Safety Policy and Personal Health and Wellness Policy, that is regularly reviewed and updated.

As part of our induction process, all employees are required to complete risk assessments in relation to Homeworking, Display Screen Equipment, Driving for Business and Personal Health and Wellness.

We regularly connect with our teams either, virtually, face to face or by feedback forms to monitor health and wellness across the business.

Policy Updates

We will review this policy annually and update you should any changes be made.

Date	Reason	Created by	Verified by	Version No
December 2020	New Policy Creation	Becky Knight	Claire Crew	1.0
January 2021	Annual policy review. Addition of policy updates table.	Becky Knight	Claire Crew	2.0

If you have any concerns relating to this policy, please contact becky.knight@skewb.uk