

Policy No. 8

Corporate Policies & Procedures **Corporate Social Responsibility Policy**

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Corporate Social Responsibility Policy Statement

Corporate Policy & Procedures

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1 Introduction

Clear Route Limited recognises that our Company has the potential to make a significant impact on its staff, customers, society and the environment. This Corporate Social Responsibility policy ensures that this impact is a positive one and we believe that this plays a vital role in the success of our business.

2 Scope

This policy applies to all employees of Clear Route Limited, its subsidiary companies, subcontractors and others working within Clear Route Limited premises.

3 Policy

Clear Route Limited is committed to:

- Reducing our Company impact on the environment
- Investing in our people
- Respecting ethics and dignity
- Supporting the communities we work in
- Continually seek to work with other organisations who embrace these same principles

4 Strategy

The Company will:

- Engage with all our stakeholders, listen to their concerns and strive to eliminate our negative impacts.
- Comply with and, where possible exceed all current environmental legislation.
- Aim to continually reduce consumption of energy and materials.
- Promote staff health and protect the workforce whilst at work.
- Encourage further staff development.
- Uphold labour rights and follow current law on discrimination.
- Remain loyal to the communities we work in, carrying out fund-raising and providing support.

5 Ethical Procurement Objective

Our objective is to ensure that people in the supply-chain are treated with respect and have rights with regard to employment including the rights to freely choose employment, freedom of association, payment of a living wage, working hours that comply with national laws, equal opportunities, recognised employment relationship, freedom from intimidation and to a safe and healthy working environment

Clear Route Limited expects its suppliers to comply with legal requirements and to adopt the following moral principles:

6 Employment

There is no forced, bonded or involuntary prison labour. Workers are not required to lodge 'deposits' or their identity papers with their employer and are free to leave their employer after reasonable notice.

Workers, without distinction, have the right to join or form trade unions of their own choosing and, where a significant proportion of the workforce agree, to bargain collectively. Where the right to freedom of association and collective bargaining is restricted under law, the employer should consider facilitating, and not hindering, the development of legal parallel means for independent and free association and bargaining.

Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

7 Elimination of Child Labour

The long-term elimination of child labour should take place in a manner consistent with the best interests of the children concerned.

Suppliers should develop or participate in and contribute to policies and programmes that provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

In any event, the course of action taken shall be in the best interests of the child, conform to the provisions of the International Labour Organisation (ILO) Convention 138 and be consistent with the United Nations Convention on the Rights of the Child.

8 Compliance with the Modern Slavery Act 2015

Clear Route Utility Services Limited is committed to driving out acts of modern day slavery and human trafficking within its business and that from within its supply chains, including sub-contractors, and partners.

The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organisation and with suppliers of goods and services to the organisation. These as well as the suppliers of services make up the supply chain within Clear Route Utility Services Limited.

As part of the companies due diligence processes into slavery and human trafficking the supplier approval process will incorporate a review of the controls undertaken by the supplier.

Imported goods from sources from outside the UK and EU are potentially more at risk for slavery/human trafficking issues. The level of management control required for these sources will be continually monitored.

The company will not support or deal with any business knowingly involved in slavery or human trafficking.

The company Directors and senior management shall take responsibility for implementing this policy, its objectives and shall provide adequate resources (training, etc) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chains.

9 Right to a Living Wage

Wages paid for a standard working week meet or exceed national (or, where applicable, local) legal standards.

In any event, wages should not be paid in kind and should be enough to meet basic needs.

All workers should be provided with written and comprehensible information about their employment conditions in respect to wages before they enter employment and the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure should not be permitted. Deductions from wages not provided for by national law should only be permitted with the expressed permission (without duress) of the worker concerned. All disciplinary measures should be recorded.

10 Avoidance of Excessive Working Hours

Standard working hours must comply with national laws and national benchmark industry standards; whichever affords greater protection to the employee. Workers should not on a regular basis be required to work in excess of 48 hours per week and should be provided with at least one day off for every 7-day period on average. Overtime requested by the employer must be voluntary and must not be requested on a regular basis.

11 No discrimination

A policy of equality for all should be in place and there should be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, religious beliefs, union membership or political affiliation.

12 Accountability and Responsibility

The Board of Directors are accountable for environmental matters within the Company and are committed to this Social Responsibility policy.

The Group Health, Safety, Environment & Quality director is responsible for ensuring that all staff and visitors work in a safe and healthy workplace, as well as being committed to minimizing the environmental impact of our business activities. Maintaining our Certifications for OHSAS18001 and ISO14001 are an essential part in achieving these goals.

Managers and supervisors are responsible for Social Responsibility performance on the work undertaken in their respective areas/departments.

Employees can help improve our environmental performance by:

- Thinking about the impact their work may have on the environment and complying with the requirements of this policy and our Environmental Management System.
- Discussing environmental concerns with their manager and helping to resolve those concerns

This policy should be read in conjunction with the Clear Route Limited Health & Safety Policy and Environmental Policy.

Original signed by:			
Name / Role	Responsibility	Signatures	Date
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HSEQ Advisor			
Peter Salmon	Reviewer		31 st August 2017
Managing Director			
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