



## Corporate Social Responsibility Policy

Steps is highly committed to its CSR Policy. We strive to meet our social, environmental and economic obligations, to our employees, our clients, local businesses and the community within which we're situated. As a responsible company, we recognise that our services and practices have an impact on (and a positive role to play within) the wider community and we aim to take this into consideration by adopting a policy that goes over and above minimum legal requirements.

### **Equal Opportunities**

In line with our Equal Opportunities & Diversity Policy we have adopted additional areas of focus to ensure that all employees, partners and clients are treated fairly and equally.

- Building a culture of respect at Steps
- Offering clear & fair terms of employment
- Offering flexible working arrangements
- Adopting a Training Policy to ensure that staff development is an ongoing commitment
- Constantly reviewing our Equal Opportunities & Diversity Policy, to ensure that the commitments are being 'lived' throughout the business.

### **Corporate Governance**

- Demonstration of fair & clear leadership
- Employee consultation & business involvement
- Open & transparent dialogue between key stakeholders
- Financial accounts are prepared each year in line with legislation

### **Community Impact**

We have adopted a number of commitments in support of the wider community. These include:

- Regular team fundraising initiatives in support of chosen charities
- Work placement opportunities for local students & young people
- Supporting local initiatives such as Team London Bridge and other social networks

## **Team Wellbeing**

At Steps, we recognise that our people are our business. Therefore we place huge value on team wellbeing initiatives that allow employees to socialise & interact. We have developed:

- A 'Ministry of Happiness' with responsibility for staff engagement & social activities
- Initiatives for health & wellbeing, including a company fruitbowl & regularly organised walks
- A policy regarding flexible working patterns
- A sabbatical policy - allowing employees to pursue their own interests
- Additional benefits, such as childcare vouchers, share options, holiday gifting etc.

## **Environmental & Sustainability Processes**

We have created a detailed Environmental & Sustainability Policy outlining our commitments with regard to maintaining ethical processes. In line with this policy, we are committed to:

- Minimising waste & maximising efficiency (including recycling and re-using goods where possible)
- Ethical trading
- Building sustainable partnerships with clear service level agreements
- Working with partners who share our ethical vision & values
- Using local suppliers where possible
- Adopting responsible procurement processes
- Responsible travel & a commitment to minimising our carbon footprint.

## **CSR Reporting**

Any CSR activity undertaken by Steps is reported to the Management Board on a regular basis. In addition, CSR activity is publicised internally through information boards and via email updates.

CSR at Steps is the responsibility of all staff, but overall responsibility lies jointly between the Director of People and the Operations Director.

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