

Corporate Social Responsibility (CSR)

Policy

17 May 2022



APPROVED

Introduction

Our CSR programme is underpinned by the three pillars shown in Diagram 1: *CSR pillars and objectives*. CEPA's annual CSR plan is annexed to this policy. It sets out the firm's short to medium-term goals that have been agreed to provide a level of social value that is proportionate and achievable given the organisation's size and available resources.

The plan supports and enables several of CEPA's policies. These include our Environmental, HR (Human Resources) and anti-corruption policies, which can be found in CEPA's Staff Handbook, may be published on CEPA's website, or are provided to current or prospective clients and sub-contractors, as necessary.

Our aim

As an organisation, CEPA aims to provide social value that is above the minimum required by law or contractual obligation. The work we deliver often involves aspects of CSR, so we embed many of our CSR activities at the core of our values and set out details in approved written policies, to help ensure that the firm's CSR objectives are delivered by our staff and the third parties with whom we work.



Diagram 1: *CSR pillars and objective*

Short-term objectives

An annual CSR Plan will be produced for each financial year and this plan will be provided as an annex to this policy.

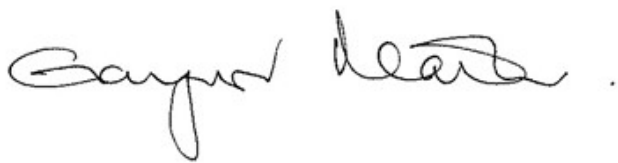
The purpose of our plan will be to set out the specific activities that will be undertaken in support of the overall objectives that are stated above. It will include timings and give ownership of the activities to either departments or individuals.

The activities that are included in the CSR plan are the minimum that will be undertaken and CEPA will remain open to undertaking additional initiative that be arise in any period. The plan is not an exhaustive list of CEPA's CSR activities as it focusses on specific activities, which are likely to be in addition to the established practices that are ongoing or undertaken day-to-day, such as waste recycling or the pastoral support of CEPA's staff.

ANNEX 1: CSR 2022/23 Action plan

CSR pillar	Description	Action & timing	Status	Owner
Environmental	Collection of recyclable waste.	Weekly.	Active	Finance & admin
Environmental	Offsetting of carbon generated by work-related air travel.	Flights counted and carbon cost calculated and settled annually.	Active	Finance & admin
Environmental	Meat-free Tuesday initiative.	Weekly, commencing 31 May 2022.	Active	Marketing
Environmental	Vegan lunch club.	Monthly	Active	CSR working group
Environmental	A Vegetarian and Vegan Teams Channel.	Launched in May 2022.	Active	CSR working group
Environmental	Travel policy guidance issued to staff	To be issued during 2022.	To be developed	CSR working group
Workplace	Embed foundational principles of quality work set out in the government Good Work Plan.	Consideration of satisfaction; fair pay; participation & progression; well-being; and safety, security, voice & autonomy.	To be developed	HR
Workplace	Disability Confident employer scheme.	Sign up to scheme in 2022/23.	Completed	HR
Workplace	Guide for managers: Recruiting, managing & developing people with a disability or health condition.	Review and include relevant changes into CEPA policy	To be developed	HR
Workplace	Broadening of recruitment events to include on-line events and events at universities located in areas / communities with higher unemployment.	Ongoing	Active	HR / Marketing
Workplace	Mental health check-ups.	Conversations with staff managers.	Active	HR
Workplace	Ensuring full accessibility to CEPA deliverables and published material	Develop guidance for staff, update templates and review and update website during 2022/23.	Work in progress	Marketing
Community	Database of sub-contractors to quickly find partnering organisations.	Ongoing data entry and development of reporting tool.	Work in progress	Marketing
Community	Charitable donations made to organisations nominated by staff.	Call for nomination, selection and payment during December 2022.	Completed	Finance & admin
Community	Specific humanitarian support for the Ukrainian public.	CEPA provided non-lethal military aid to Ukraine. It was divided evenly between: Help Ukraine Emergency Appeal; Disasters Emergency Committee; Operation Safe Drop; and Come Back Alive.	Completed	Directors

Signed for and on behalf of CEPA



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