

# Corporate Social Responsibility (CSR)

## Policy

21 April 2023



**APPROVED**

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## 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.

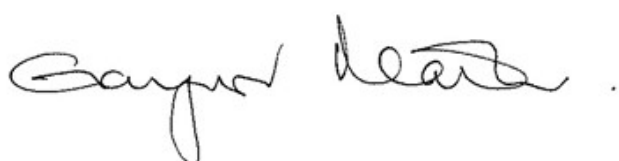
The purpose of our plan will be to set out the specific activities that will be undertaken in support of the overall objectives that are stated above. It will include timings and give ownership of the activities to either departments or individuals.

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 2023/24 Action plan

CSR pillar	Description	Action & timing	Status	Owner
Environmental	Encouragement of staff to recycle waste.	Briefing, signage, review milk delivery and bin removal in Q1 2023.	Work in progress	Finance & admin
Environmental	Waste reduction programme.	Provide reusable cups and bags in Q1 2023.	Work in progress	Finance & admin
Environmental	Offsetting of carbon generated by work-related air travel.	Flights counted and carbon cost calculated and settled annually.	Work in progress	Finance & admin
Workplace	Disability Confident employer scheme.	Promulgate involvement and take steps in 2023/24 to progress towards next level of scheme.	To be developed	HR/Marketing
Workplace	Guide for managers: Recruiting, managing & developing people with a disability or health condition.	Review and include relevant changes in CEPA policy.	To be developed	HR
Workplace	Broadening of recruitment activities and consideration of potential support to maximise accessibility.	Review of approach in 2023/24.	Work in progress	D&I working group
Workplace	Mental health support.	Providing greater accessibility to mental health support resources in May 2023.	To be developed	Finance & admin
Community	Database of sub-contractors to quickly find partnering organisations.	Roll out of functionality to practice areas beyond global health in 2023/24.	To be developed	Marketing
Community	Charitable donations made to organisations nominated by staff.	Call for nomination, selection and payment during December 2023.	To be developed	Finance & admin
Community	Specific humanitarian support for the Ukrainian public.	Provide non-lethal military aid to Ukraine in 2023/24.	To be developed	Directors
Community	Support for local foodbank.	Consider the best approach and identify a suitable scheme to support in 2023/24.	To be developed	CSR working group

Signed for and on behalf of CEPA



Date: 21 April 2023

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