

## CORPORATE & SOCIAL RESPONSIBILITY AND SUSTAINABILITY POLICY

IntaPeople conducts its business in a socially balanced way and is committed to providing first-rate working conditions, human and labour rights, health and safety standards, employee development, economic and social development, environmental protection and equality through sustainability.

Concern for the environment and promoting a broader sustainability agenda are integral to IntaPeople's professional activities and the management of the organisation. We aim to follow and promote good working and sustainability practice in order to raise the working conditions and opportunities within the recruitment industry.

### **Policy Statement**

This policy provides a framework for a focused and structured approach to corporate social responsibility (CSR) and sustainability.

### **Objectives and procedures**

- to add value in the local community and societies where we operate
- to maximise local labour and increase the share of fulltime employment and long-term employees
- to ensure and support proper working conditions through human and labour rights, health and safety standards, employee development, economic and social development, environmental protection, equality as set out in the IntaPeople Code of Conduct/Business Ethics Statement
- to reduce occupational accidents and work related illnesses
- to encourage sound environmental management
- to integrate sustainability considerations into all our business considerations and to ensure that all business dealings and trading undertaken by IntaPeople are carried out in a fair and ethical manner as specified in the company's Code of Conduct/Business Ethics Statement
- include a copy of our Corporate, Social Responsibility and Sustainability Policy in all our proposals to clients.
- to evaluate our procurement of services against the following criteria: Quality, Economy, Ethics, Environment and Employees
- ensure that the needs of one and all are recognised and taken into account through social progress and economic development

### **Employer//Employee Responsibilities**

- to ensure that all Health & Safety incidents are investigated, registered and preventative measures taken
- to ensure that where possible, all recruitment advertisements are resourced locally
- to comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- to make clients and suppliers aware of our Corporate & Social responsibility and sustainability policy and to encourage them to adopt sound sustainable management practices.

### **Training**

In order to implement and enforce this policy, IntaPeople requires staff to be suitably trained, supervised and supported. In particular, the directors will support the following;

1. each member of staff will be offered training to meet regulation and National Standards.
2. each member of staff will be informed of the company's' working practices and the significance of trading fairly

### **Monitor and review**

An important element of this policy is management follow-up. Management's role is to follow up on implementation and then subsequently monitor compliance with the policy, regulations and national standards. As such, management will review, annually report and strive to improve our performance in relation to Corporate, Social Responsibility and Sustainability.