

Policy Name	Corporate Social Responsibility / Code of Ethics Policy	
Policy Reference	NWCS-OP01	
Policy Owner	Paul Sheron	
Latest Review Date	31/01/2023	
Next Review Date	31/01/2024	
Version	Approved by	Summary of changes
1	PS	

<p>Aim and Purpose of the policy</p>	<p>To set out our understanding of the wider socio-political and environmental impact of our business and how we can take positive steps to contribute to society's wider goal of sustainable development.</p>
<p>Who is this policy for?</p>	<p>This policy relates to all aspects of NWCS activity</p>
<p>Key contacts and resources</p>	<p><u>Resources</u> -Keeping Children Safe in Education (DfE September 2022) -Equality & Diversity Policies</p> <p><u>Key Contacts</u> Head of Centre- Paul Sheron Operational Manager- Karen Luxon</p>
<p>Relate Policies and Procedures</p>	

Aim and Vision

To ensure that all staff employed by NWCS Training Ltd are fully aware of its responsibilities in respect of its:

- Employees
- Suppliers
- Learners
- Compliance with law
- Business integrity
- The Environment
- Community involvement

Rationale

It is important to NWCS Training Ltd that our organisation operates in a responsible and sustainable manner and that the factors above are considered in the development and marketing of services and effectively running the business.

Intent

At NWCS Training Ltd we focus on creating a working environment where employees feel supported and can develop their skills. We are committed to ensuring the business of NWCS Training Ltd is conducted according to rigorous professional, ethical and legal standards. In support of this NWCS Training Ltd encourages openness, sustainability and respect for employee rights.

Implementation

NWCS Training Ltd are committed to seeking continuous improvement and compliance with legislation based on the following principles.

- Everyone has the right to be treated with dignity and respect
- We will not discriminate on the grounds of race, gender, disability, nationality, religion, philosophical belief, political belief, age, sexual orientation, family status, trade union activity or any other factor.
- We will adopt fair and inclusive practices throughout our operations and will seek to eliminate all prejudice, discrimination, bullying and harassment.
- All employees have a personal responsibility for the practical application of the policy in their day to day activities and must support the policy at all times.
- Non-compliance with this policy will be treated seriously and will not be tolerated.
- We will offer our employees clear and fair terms of employment and provide resources to enable their continual development, and
- Maintain an open line of communications at all levels of the business to enable continuous improvement.

Dignity at Work

NWCS Training Ltd are committed to creating a work environment free of harassment and bullying where everyone is treated with dignity and respect.

Harassment and bullying can have very serious consequences for individuals and the organisation. Harassment or bullying may make people unhappy, may cause them stress and affect their health and family and social relationships. Effects on the organisation can include loss of morale, poor work performance, increased turnover of staff, legal claims and damage to the organisation's reputation.

For these reasons NWCS Training Ltd will not tolerate bullying and harassment of any kind. All allegations of bullying and harassment will be investigated and, if appropriate, disciplinary action will be taken.

Health and Safety

We shall provide, and strive to maintain, clean, healthy and safe working environments where employees feel safe. This is not only a legal obligation, but a fundamental factor in building their engagement with the company.

Through management intervention, awareness campaigns and a culture that encourages employees to raise concerns about workplace safety, we aim to reduce the frequency of accidents.

NWCS Training Ltd's Health and Safety policy seeks continuous improvement and compliance with legislation, having proper regard for the protection of people, premises, property and environment. It is based on the principle that:

- All injuries can be prevented;
- The goal is zero injuries;
- Safety is the responsibility of all employees;
- Working safely is a condition of employment.

NWCS Training Ltd provides appropriate information, instruction and training in regards to Health and Safety. Health and Safety performance are continually monitored and are subject to periodic reviews.

Human Rights

NWCS Training Ltd supports the principles of the United Nations Universal Declaration of Human Rights and the International Labour Organisation Declaration on Fundamental Principles and Rights at Work. We will adhere to the following principles in respect of our employees:

- We will treat all employees fairly and honestly, regardless of where they work. All staff will have agreed terms and conditions in accordance with local law or practice and will be given appropriate job skills training.
- We will pay a fair wage reflecting local markets and conditions. We will always meet any national minimum wage.
- Working hours shall not be excessive. They shall comply with industry guidelines and national standards where they exist.
- We will not employ illegal child labour, forced or bonded labour, forced overtime or condone illegal child labour.
- We will abide by the non-discrimination laws.
- We will not use or condone the use of corporal punishment, mental or physical coercion or verbal abuse. We have disciplinary procedures for any member of staff whose conduct falls below the required standard.
- We have formal grievance procedures through which staff can raise personal and work-related issues.
- All staff will be given reasonable access to bathroom and rest facilities.

Suppliers

NWCS Training Ltd supplier appraisal procedure examines a potential supplier's ethical trading attitude. This includes employment, health and safety and environmental practices and we actively seek to work with those whose values fall in line with our own.

NWCS Training Ltd purchased a range of goods and services required in the operation of our business. Good working relationships with our suppliers are therefore central to the success of our business. For this reason, we clearly state our purchasing policy as part of ensuring that our business standards are integrated throughout the supply chain.

NWCS Training Ltd are committed to obtaining and retaining competitive goods and services while at the same time ensuring they are from sources which have not jeopardised human rights, safety or the environment. We aim to develop strong relationships with our suppliers, based on mutual trust, understanding and respect.

More specifically we expect our suppliers to:

- Adhere to business principles consistent with our own.
- Ensure that their products and services are produced and delivered to comply with all legislation relevant to our business.
- Seek to maintain continuous improvement in their supply chain relationship with us.
- Ensure they adopt and implement acceptable safety, environmental, product quality, product stewardship, labour, human rights, social and legal standards in line with our own code and to ensure these issues are acceptably managed within the supply chain for any products supplied to us.

We will seek to work with our key suppliers to:

- Develop long-term meaningful relations to the benefit of both parties.
- Improve the quality, environmental performance and sustainability of goods and services where this can be achieved to the benefit of both parties.

NWCS Training Ltd recognises the importance of the supply chain and we are committed to developing secure relationships based on mutual trust for mutual benefit. Being associated with businesses that abuse the rights of their employees or their local environment can damage NWCS Training Ltd's reputation.

Equally, we should treat our suppliers fairly, particularly small businesses that rely on us.

Business Integrity

NWCS Training Ltd will conduct every aspect of our business with honesty, integrity and openness, respecting human rights and the interests of our employees, customers and third parties.

NWCS Training Ltd will respect the legitimate interests of third parties with whom we have dealings in the course of our business.

NWCS Training Ltd will maintain the highest standards of integrity – for example, we will not promise more than we can reasonably deliver or make commitments we cannot or do not intend to keep.

The Environment

NWCS Training Ltd recognise the importance of understanding the impact of our activities on the environment and have developed an Environmental Policy to demonstrate and benchmark our commitment. What we do affects the environment, so as a responsible supplier we endeavour to use resources more efficiently thereby reducing pollution and waste. We actively encourage our clients, suppliers and other stakeholders to do the same.

Our Environmental Policy addresses energy efficiency, waste reduction and duties to the environment that are subject to continuous review.

NWCS Training Ltd aims (amongst other things) to:

- Minimise the use of natural resources;
- Minimise the generation of waste and implement/promote recycling;
- Minimise pollution and promote greener transport options;
- Consider the environmental impact of any business decisions made;
- Inform and encourage staff at all levels to act in an environmentally responsible manner and provide training where necessary; and
- Encourage feedback from staff on improvements and feed these into the policy.

Community Involvement (Personal Development/Behaviour & Attitudes Curriculum area)

NWCS Training Ltd works particularly hard to fulfil our responsibilities to the societies and communities in which we operate. NWCS Training Ltd Equal Opportunities and Diversity Policy the business is able to offer employment opportunities to all sectors of the community through non-discriminatory policies and promoting opportunities to disadvantaged and vulnerable groups.

Dissemination and Implementation

This Corporate Social Responsibility Policy will be introduced to each staff member at induction and made available electronically.

Impact

It is a requirement that 100% of staff adhere to this policy in full throughout their time in employment.

Definitions

'NWCS Training Ltd staff' refers to any individual that is employed by NWCS Training Ltd.

Key Facts

Professionals providing this service should be aware of the following:

- Members of staff should ensure that they comply with the Corporate Social Responsibility / Code of Ethics Policy
- The Corporate Social Responsibility / Code of Ethics Policy is non-contractual and may be amended at any time.
- Any failure to comply with this policy can result in disciplinary action against the member of staff.

Policy Review and Implementation

This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This policy is specific to that of NWCS Training Ltd and has been ratified by Head of Centre Paul Sheron



31/01/2023