

## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

### **Introduction to Corporate Social Responsibility (CSR)**

CSR refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed, any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

RobocodeUK Limited are committed to ensuring that any business undertakings are conducted as ethically as possible by following the below policy.

### **Who we are and what we do**

RobocodeUK Limited is an educational company that creates content for educational institutions and delivers lessons on site in the fields of robotics and coding. The company employs three people with two additional directors that actively work on the company and manage it.

### **Looking after Employees**

To retain loyal and productive staff, it is vital to maintain a good working environment. RobocodeUK has taken the following actions:

- We aim to meet/ exceed the Equal Opportunities Employer as per the Human Rights Act 2010 legislation by ensuring that all applications for work are reviewed using the blind-hiring method such that no discrimination is possible. Our workforce is also composed of many BAME staff ensuring a wide diversity.
- In line with the Modern Slavery Act 2015 we ensure all employees have their full rights to any leave with easy processes and an open environment to discuss them.
- All our teaching is reviewed through the lens of health and safety policies and procedures with staff being trained in how to assess them individually, this is compulsory for all teachers for every lesson.
- Staff are trained regularly to comply with GDPR and all relevant policies such as Bribery etc. with an opportunity to undertake personal development training.
- Staff meet regularly to discuss any issues, the whole team will meet at least one time a week.
- Staff are paid correctly and on time, wages exceed the National Minimum Living Wage, staff are asked if they would like to apply for a pension with auto-enrolment for staff exceeding the legal requirement, staff also have access to a company phone.
- Any HR issues are escalated directly to the manager for discussion and resolution.
- Staff are taken out to meals once a month for bonding, with plenty of team-building opportunities and coaching.

### **Looking after Customers**

It is important to look after our customers, to make sure that they have a positive and lasting impression of our business. At RobocodeUK, we do the following:

- We follow up with customers and end-users to ensure that they have had a positive experience and give them an opportunity to give anonymous feedback.

- We have engineers test the equipment used to teaching to ensure the safety and quality of our products and services.
- We post monthly newsletters to ensure customers always understand what is going through the company.

### **Suppliers' Standards**

It is vital to ensure that we use good suppliers and maintain a good working relationship with them. At RobocodeUK, we do the following:

- Our suppliers have evidence that they adhere to the Modern Slavery Act 2015.
- Our suppliers operate in line with the Bribery Act 2010.
- We always use local suppliers as a first action.
- We are always committed to paying our suppliers properly and on time.
- We check that our suppliers have a CSR policy in place.
- We are committed to clear communication with suppliers.

### **Protecting the Environment**

It is important to commit to reducing the environment impact that our business activities may have. At RobocodeUK, we do the following:

- We have a commitment to and monitor waste reduction, re-use and recycling, we ensure that all paper and cardboard is re-used until it is finally recycled. We also ensure that all electrical components are deposited safely at end-of-life and never thrown into garbage bins.
- The objects that we use that can be made from recycled material are done so, such as tables and chairs etc.
- We encourage greener transport by doing the following:
  - Encourage staff to walk, cycle, car share or use public transport to get to work if possible.
  - Encourage staff to use greener fuels in their personal vehicles if possible.
  - Any company vehicles (such as delivery vehicles, plant/ machinery, or company cars) should be as energy efficient as possible.

### **Community Engagement**

As a business, we are doing our bit to support local communities. At RobocodeUK, we do the following:

- Our director is part of the STEM Ambassador programme where they give up their free time to educate children and make them love STEM subjects.
- We support the surrounding community by employing local people.

### **Measurement**

In order to ensure that we are achieving what we say we are, we constantly engage with feedback from customers and the local community. We also have a physical board in which we outline our activities. We also discuss CSR issues continuously in staff meetings to come up with innovative ideas.