

ITPenergised

Corporate Responsibility Policy & Statement

August 2020

Introduction

Corporate Responsibility (CR) is defined as the integration of our business activities and values, such that the interests of all stakeholders including investors, customers, employees, the community and the environment are reflected in the company's policies and actions.

ITPenergised Commitment

We are committed to:

- Continuous improvement in our CR strategy;
- Encouraging our business partners to strive for a similar standard of CR performance;
- Behaving in a socially responsible manner;
- Continually improving our performance and meeting all relevant legislation;
- Encouraging our staff to take account of the impact of their decisions and advice to clients on any natural resource and community within which we work.

Purpose and Aims

The purpose of the policy is to make clear what we mean by CR and how we propose to work towards achieving it. The CR policy applies throughout all of our activities. We aim to:

- Be a responsible company; and
- Be an exemplar of good practice.

Standards of business conduct

- We recognise that good CR embraces all aspects of sustainable development and the way we affect people through our business activities;
- We will assess which social issues are of most relevance to our activities and how to address them as a business and as individuals;
- We shall operate in a way that safeguards against unfair business practices. We have an exemplar reputation in our industry and as such have a zero-tolerance approach to unfair or illegal business practices;
- Our business is built on relationships. As such we believe that a responsible and transparent approach to how we do business is a vital part of delivering success;
- When carrying out our business, in consultation with our stakeholders, we will determine the environmental, social and economic issues;
- Our contracts will clearly set out the agreed terms, conditions and the basis for our relationship;
- We will continually review our policies and business practices to encourage engagement with small and medium enterprises, particularly those based locally, provide they meet the terms of our Approved Supplier List requirements.

Corporate Governance

- We will share and declare information on personal and corporate conflicts of interest where applicable;
- We have a zero-tolerance approach to Bribery and Corruption. All our staff are trained to ensure they reject any offer of bribery and to escalate any concerns to the Managing Director.
- We are committed to ensuring that our business is conducted in all respects according to rigorous ethical, professional and legal standards;
- All the laws that regulate and apply will be complied with;
- We endeavour to ensure that stakeholders have confidence in our decision-making and management processes, by the professionalism of all staff. We do this by continually training and developing our staff and instilling a strong sense of the culture of our business;
- All organisations and individuals with whom we have a business relationship will be treated in a fair, open and respectful manner;
- Competition will be based upon the quality, value and integrity of the services being supplied;
- Feedback on performance is actively sought, and we continually review all activities to ensure best practice is observed at all times;
- We will allow our customers and vendors to give feedback on our performance and ensure that all customer comments are analysed, responded to and where appropriate, acted upon.

Environment

- Our objective is to reduce our impact on the environment through a commitment to continual improvement;
- We will continue to work with our supply chain and in the advice we provide our clients as an environmental consultancy, to reduce the impact on the environment;
- We will where possible, seek to ensure that paper products used come from forests independently certified as well-managed according to the standards of the Forest Stewardship Council (FSC), or from recycled materials; and
- We seek to identify and use consumables from sustainable sources within our business, wherever practicable; and
- We seek to minimise the adverse environmental effects of people travelling to and from our offices and on behalf of the company in delivering our services.

Human Rights

- We aim to support and respect the protection of internationally proclaimed human rights;
- Our supply chain is actively encouraged to observe international human rights norms within their work.

Equality and Diversity

- We aim to eliminate discrimination on any grounds and promote equality of opportunity in the supply chain and within our business;
- We will ensure that our clients and suppliers work together in partnership and be treated with respect; and
- Our business activities will take account of the needs of a diverse customer base.

Impact on Society

- We will take steps to understand how we can most effectively support the needs of the local community and implement initiatives accordingly;
- Our impact on the local and wider community will be understood and nurtured;
- Dialogue with local communities shall be encouraged for mutual benefit.

Ethics and Ethical Trading

- We will work with our suppliers to ensure ethical sourcing policies are in place;
- Training will be provided to relevant people on environmental and social issues affecting our suppliers;
- We will ensure that suppliers uphold the workplace standards and behaviours consistent with the Company's requirements;
- We will respect the requirements of our clients and our desire to be regarded as a reputable technical advisory provider by maintaining the highest ethical trading standards.

Biodiversity

- We actively encourage the use of sustainable practices in the maintenance of ITP Energised premises;
- As part of our ecology and ornithology services technical service offering we seek to provide our clients with high quality advice on biodiversity issues affecting their projects, including targeted and effective habitat management planning.

Suppliers

- We work with our suppliers to help us achieve our policy aspirations in the delivery of our services and maintain our reputation in the markets we serve;
- We shall encourage suppliers to adopt responsible business policies and practices for mutual benefit;
- Suppliers are regarded as partners and we will work with them to help us achieve our policy aspirations in the delivery of our services;
- A documented Approved Supplier Questionnaire will be undertaken for all regular suppliers;
- We are committed to ensuring that the welfare of workers and labour conditions within our supply chain meet or exceed recognised standards;
- Where necessary, we will exert procurement pressure to ensure that all of our suppliers behave in a socially responsible way. This includes environmentally friendly products and making sure that staff are treated properly;
- Where appropriate, our tender specifications include questions to reflect our desire for sustainable procurement;
- We hold regular meetings with suppliers to support our requirements.



Jonny Clark

Managing Director, ITP Energised

August 2020

Change Record:

Issue No	Date of Issue	Item Changed	Key Amendments
2	Aug 2020	various	Small updates in line with company changes