

RSM Partners

POL34 Corporate Responsibility And Sustainability Policy

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Version: 1.0



Table of Contents

1	Policy Governance	3
1.1	Purpose	3
1.2	Policy Commencement	3
1.3	Application of Policy	3
1.4	Responsibility	3
1.5	Associated Documents	3
1.6	Current Policy Version	3
2	Policy Statement	4
2.1	Fair Trading	4
2.2	Environmental Respect	4
2.3	Employee Well-Being	5
2.4	Customer Focus	5
2.5	Community Focus	5
3	Compliance, Training and Communication	6
3.1	Policy Compliance and Monitoring	6
3.2	Policy Training and Communication	6
4	Document Control	7

1 Policy Governance

1.1 Purpose

Our Corporate Responsibility and Sustainability policy refers to our responsibility toward our environment, clients, community and people.

1.2 Policy Commencement

This policy will commence with immediate effect, 23rd September 2017.

1.3 Application of Policy

This policy applies to all employees of RSM.

1.4 Responsibility

It is the responsibility of the Directors of RSM to ensure the Corporate Responsibility strategy is well communicated to the wider RSM team.

The Directors of RSM are responsible for ensuring RSM trade in an ethical manner whilst respecting our clients, the environment, our community and our people.

It is the responsibility of our employees to support this policy and to ensure any areas of non compliance are reported to the Directors for review and action.

1.5 Associated Documents

- POL06 Health and Safety Policy
- POL22 Flexible Working Policy
- POL30 Equal Opportunities Policy
- POL32 Environment Policy
- POL35 Modern Slavery Policy
- POL36 Client Relationship Policy

1.6 Current Policy Version

1.0 Issued

2 Policy Statement

RSM Partners are a responsible business that meets the highest standards of ethics and professionalism. We ensure our business is carried out in a safe, responsible and sustainable way through;

Fair Trading – Taxes, anti-bribery etc

Environmental Respect

Employee Well Being

Customer Focus – Transparency, Open Communications, Trust, Respect and Developing positive long term relationships

Community Focus

2.1 Fair Trading

Legality

Our company will:

- Respect the law
- Honour its internal Policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

Business ethics

RSM always conduct business with integrity and respect to human rights. We'll promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption Practices

2.2 Environmental Respect

RSM Partners commits itself to minimising its impact on our environment through:

- Providing a safe and healthful workplace;
- Having an environmentally sustainable aware culture, where responsibility is assigned and understood;
- Being an environmentally responsible neighbour in our community;
- Conserving natural resources by reusing and recycling;
- Using, in our own operations, processes that do not adversely affect the environment;
- Ensuring the responsible use of energy throughout the organisation;
- Participating in efforts to improve environmental protection and understanding;
- Taking steps to improve environmental performance continually;
- Conducting audits and evaluations of the implementation of this policy;
- Working with suppliers who promote sound environmental practices; and
- Enhancing awareness among our employees – educating and motivating them to act in an environmentally responsible manner.

2.3 Employee Well-Being

RSM ensure the rights and well being of our employees are at the forefront of our business. RSM actively promote equal opportunities as per the policy POL30 Equal Opportunities. RSM also actively promote a healthy work life balance and encourage a flexible working policy including working from home.

RSM provide an ergonomically correct environment and will support our employees with their individual needs if there is a requirement to do so.

2.4 Customer Focus

RSM are currently developing our client relationship policy which will help develop and strengthen communication channels with our clients and business partners.

2.5 Community Focus

RSM actively encourage all employees to partake in charity work and fundraising.

RSM currently support local schools with donations towards kit needed. RSM are open to suggestions from employees on how we can better support the local community.

3 Compliance, Training and Communication

3.1 Policy Compliance and Monitoring

You are required to comply with this policy and RSM will regular monitor and review this.

Where employees are found to be not adhering to company policy they may face disciplinary actions in accordance with the PRO23 Disciplinary Procedure.

3.2 Policy Training and Communication

RSM Partners will provide training on this policy as part of the induction process for all new employees. Employees will also receive regular, relevant training on how to adhere to this policy.

This policy will be clearly communicated to all relevant employees, clients, contractors, business partners, and any third-parties at the outset of business relations, and as appropriate thereafter.

All policies are available in the central policy location which is communicated to all employees.

RSM Partners will provide relevant policy training to employees etc. where we feel their knowledge of how to comply with this policy needs to be enhanced.

4 Document Control

POLICY CONTROL

POLICY HISTORY

Version	Date	Author	Approver	Date Approved
0.1	21/09/17	Sandra Hands	Jennie Holpin	
1.0	22/09/17	Jennie Holpin		Final for issue

REVIEW

Name	Role	Date
Jennie Holpin	Support and Managed Services Director	22/09/17
Nick Davies	Financial Director	22/09/17

APPROVAL

Name	Role	Date
Mark Wilson	Technical Director	23/09/17



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