



# CORPORATE SOCIAL RESPONSIBILITY POLICY

ClearView Communications is committed to creating business growth and producing a sustainable profit through adding value to customers by offering market-leading products and services in an ethical and socially responsible manner by considering the interests of its stakeholders including employees, customers, suppliers and the local community, whilst ensuring that its impact on the environment is minimised. Our aim is for our corporate responsibility to be embedded across the company by fostering a fair and open culture throughout the business in which everyone's views and contributions are encouraged and for our suppliers to follow the same principles.

## **Ethics**

ClearView is committed to achieving its mission by maintaining the highest degree of ethical behaviour in all of its business dealings. Sustaining our vision requires not only sound business plans, but a reputation built on honest and ethical conduct. There are behavioural policies in place which promote a commitment to maintaining the highest standard of ethics and integrity which all employees are expected to adhere to in the conduct of the Company's business.

Our Ethics Policy includes guidelines covering personal conduct, dealings with customers, suppliers and colleagues and advice on recognising and dealing with conflict of interests, business gifts and bribery. All employees are aware of the Policy and it forms part of the induction process. The Joint Managing Director has overall responsibility for monitoring and auditing compliance with the Policy. Employees are encouraged to report any concerns they may have over unethical business practices or conduct.

## **Customers**

The Company believes that the highest standards of integrity and ethics in dealing with customers are a prerequisite for a successful and sustained business relationship, a principle which governs all aspects of the business. The Company values its customers and the trust they place in us, and will safeguard information provided by them in accordance with relevant legislation, internal policies and contractual commitments.

The Directors ensure that the interests of all customers are at the core of our business strategy and that they receive a high quality of service through successful management of the supply process to meet current and future requirements.

## **Suppliers**

Working with our suppliers is based on our principle of conducting business partnerships with integrity, trust, respect and honesty to build long term, mutually beneficial relationships. We also seek similar conduct throughout our supplier network particularly with regard to complying with relevant legislation, the well-being of their employees, the environment and local communities. We predominantly engage with suppliers who operate in accordance with ISO9001, ISO14001 and NACOSS. The Company does not have any major suppliers upon which it is dependent nor any significant suppliers who are wholly dependent upon the Company's business.

## **Employees**

The Board recognises that our employees are key to the success of the Company and critical to the overall delivery of its business strategy. We are committed to a working environment that promotes mutual respect and dignity and ensure that there are equal opportunities for everyone with no discrimination on the basis of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status or disability.

Our policy is to provide competitive remuneration and benefits which are in line with other companies in the sector and are referenced against external data. Business and individual performance determine actual remuneration and salaries are reviewed on an annual basis.

ClearView has a clear focus on training and development which emphasises the importance of retaining the required balance of resource and skills mix to ensure that business growth can be achieved. Half yearly

reviews provide feedback on performance, set objectives and identify training and development needs which enable employees to meet their full potential and has also led in part to the company receiving the Investors in People award in recognition of our training, appraisal, employee development and skills recognition.

Employees are kept informed of progress against the Company's strategic plan, its prospects in the market place and the future outlook on a regular basis through Joint Managing Directors' addresses, department meetings and monthly newsletter.

### **Health & Safety**

ClearView is committed to providing high standards of safety in working conditions for its employees and to the continued improvement of its health & safety performance. The Company has obtained CHAS (Construction Health & Safety) accreditation and is currently working towards certification of the OHSAS 18001 Health & Safety Management System standard. Health & safety training and awareness form part of our employees' induction programme and is tailored to the specific requirements of the role and where hazards cannot be adequately controlled by normal preventative measures, personal protective equipment is provided.

Responsibility for health & safety lies with the Board and for ensuring that the highest standards of health & safety are achieved by its employees and sub-contractors. The Joint Managing Director is responsible for formulating the Company's health & safety strategy and objectives, reviewing performance against these objectives and ensuring that key issues are effectively identified and managed.

Employees are kept informed of current health & safety issues through information provided by the Health & Safety Committee and posted on the notice board and are encouraged to identify and suggest improvements that can be made in working conditions and practices.

### **Environment**

In the content of its business throughout the world the Company commits itself to the protection of the environment and to the health & safety of its employees, sub-contractors, customers and third parties. ClearView continues to focus on resource efficiency in order to minimise the effect of its operational processes on the environment and will endeavour to establish ways of reducing water, gas and electricity consumption. Overall, the Company has a low climate change impact as our products and services do not require substantial manufacturing processes and recognises the importance of carbon management.

Design processes take into account the operational lifetime of products incorporated into our security solutions and end of life removal or disposal. The company has implemented a process for recycling waste materials which includes cardboard, paper, packaging, bottles and cans.

The current Directives with which the company complies include the Waste Electrical and Electronic Equipment (WEEE) Directive, and the Restriction on use of Hazardous Substances (RoHS) Directive. We are working towards accreditation of the ISO 14001 Environmental Management System standard.

### **Local Community**

We are committed to pursuing our wider involvement with the local community by supporting local charities and community activities. Currently we participate in local charitable sporting events and our educational activities include providing work experience placements for students and are a member of the judging team for the Schools and Apprenticeship Technology competition.