



## ***CORPORATE SOCIAL RESPONSIBILITY POLICY***

***OF***

### ***SSG – SUPPORT SERVICES GROUP LIMITED***

SSG Support Services Group Limited is aware of the need to take seriously its responsibilities to the social fabric and infrastructure of the Country. The Director is silently committed to a range of beliefs, commitments and policies that are applied to assist and support on a local, national and international level.

Communication of available charitable events or activities SSG Support Services Group Limited is getting involved with within the local area will be sent out to all members of staff monthly.

The business promotes all employees to show environmental awareness whilst working on site and to offer suggestions if they feel there is any area the site could be more environmentally friendly. The business also tries where possible to employ guards in a close proximity to the site.

#### **The company define Corporate Social Responsibility as follows:**

- a) Conducting Business in a socially responsible and ethical manner
- b) Protecting the environment and the safety of people
- c) Supporting Human Rights
- d) Engaging, learning from, respecting and supporting the communities and cultures

The company will ensure that all matters of Corporate Social Responsibility are supported in our operations and administrative matters and are consistent with the company Stakeholders best interests. The company are committed to being recognised as an organisation considerate of Corporate Social Responsibility and recognises that in doing so; we will add significant value to our stake holders.

#### **This policy applies to activities undertaken by or on behalf of the company.**

All employees will adopt the corporate Social Responsibility considerations described in this policy into their day-to-day work activities. The company management team will act as role models by incorporating those considerations into decision making in all business activities. The company management team will ensure appropriate organisational structures are in place to effectively identify, monitor and manage corporate Social Responsibility issues and performance relevant to our business.



This policy is built on the following areas that reflect existing and emerging standards of corporate Social Responsibility:

### **Business Ethics and Transparency**

The company is committed to maintaining the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and to promote confidence in our governance systems.

The company will promote its business in an open, honest and ethical manner.

The company recognises the importance of protecting all of our human, financial, physical, informational, social, environmental and reputational assets.

Environmental, Health and Safety policies are in place and communicated to all staff via staff handbook and subsequent memos.

### **Stakeholder relations**

The company will engage stakeholders clearly, honestly and respectfully.

The company are committed to timely and meaningful dialogue with all stakeholders, including stake holders, customers, and employees, indigenous peoples, governments, regulators and landowners, among others.

### **Employee Relations**

The company will ensure employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced.

The company will apply fair labour practices, while respecting the national and local laws of the United Kingdom.

The company is committed to providing Equal Opportunities (as per policy) in all aspects of employment and will not engage in or tolerate workplace conduct, including discrimination, intimidation or harassment.

Approved by

A handwritten signature in black ink, appearing to read 'Ahmad Rafique', is positioned above the printed name.

Ahmad Rafique (C.E.O.)

1<sup>st</sup> October 2021