

## CORPORATE SOCIAL RESPONSIBILITY POLICY

RSG, as a provider of Managed Services and Recruitment and Resourcing solutions, interact with a large variety of companies and people, including Clients, Candidates, Recruitment Suppliers, other Suppliers, our employees and the wider community. It is crucial, therefore, that we behave in a socially responsible manner, understand social and environmental concerns and operate in a way which adds value.

Our Corporate Social Responsibility Policy covers:

- Employees
- Community
- Equal Opportunities
- Health and Safety
- Environmental
- Waste
- Energy

### Employees

At RSG we acknowledge that the foundation to our success is our employees. We have a far higher than average retention rate within our industry, due to our holistic approach to managing our staff.

Each member of staff has a structured training and development programmed and personal development plan based on their individual requirements and aspirations. We mentor and encourage development and training, to include REC qualifications and other external accreditations, such as FAST (Federation Against Software Theft).

### Community

We are active in the Bristol community, particularly with regard to Charity Fund Raising and supporting local businesses. We attempt, wherever possible to work with local suppliers of goods and services such as stationary, cleaning, refreshments etc. We are also supporters and Corporate members of Bristol Zoo.



## **Equal Opportunities**

RSG is committed to equal opportunities in both our employment practices and our services to clients. We believe that equal opportunities practice promotes an efficient organisation and effective service delivery.

RSG aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, gender, sexual orientation, age, disability or religious beliefs.

We are committed to employee training and development and will support employees seeking to develop professional skills relevant to the needs of RSG and our clients subject to available resources. We aim to ensure a consistently high quality of work by our employees.

**EMPOWERED THINKING**  
**PROVEN DELIVERY**

RSG is committed to respecting and valuing cultural diversity. We emphasise the provision of accessible services for all sections of the communities in which we work.

The responsibility for implementing this policy rests with each employee of the Company and also the Board of the Company, which will monitor and review its implementation.

We recognise that there are groups of people in society who have suffered and continue to suffer unjustified discrimination and disadvantage. The forms of discrimination include but are not restricted to discrimination by:

- Gender
- Ethnicity
- Disability
- Sexual Orientation
- Marital Status
- Age
- Religion

We regard these forms of discrimination as irrational and inhuman. We believe there are people who currently suffer discrimination in the labour market who possess either developed or latent talents and skills that would be of value to us. To perpetuate discrimination against them would not only be unfair but would also damage the interests of RSG and all of its employees.

We are committed to taking all reasonable steps, within the limits imposed by the size and real resources of RSG, to achieve the following objectives:

- The removal of any Company practices in the recruitment, retention, development and promotion of employees which may discriminate unfairly;
- The establishment over time of a reasonable and representative balance at all levels within the total employee complement with respect to gender, ethnicity and disability.

To achieve these objectives we will among other things:

**EMPOWERED THINKING**  
**PROVEN DELIVERY**

- Review our practice regularly and undertake action when necessary;
- Be willing to recruit using the criterion of potential when appropriate;
- Be willing to apply affirmative action procedures when appropriate;
- Use the results of our own and publicly available research;
- Make all of RSG's premises accessible for people with disabilities where possible;
- Adopt an incremental approach to achieving our objectives;
- Require employees to observe the policy and encourage them to implement it proactively in their day-to-day work.

The implementation of this policy will be geared to the improvement of RSG's efficiency and competitiveness in its chosen markets, being pragmatic and results oriented, and taking place within the law for the time being in force.

## **Health and Safety**

RSG operate an Occupational Health and Safety System and are accredited with OHSAS 18001 Health & Safety, ensuring that we identify and manage risk and consult with our employees on any issues which may affect their health and safety.

We are committed to looking after the health and safety of all employees, workers, customers and visitors. It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for everyone and to provide such information, training and supervision as they need for this purpose. Everyone has a duty of care to each other and is responsible for maintaining a safe working environment.

## **Environmental**

RSG are accredited with BS EN ISO 14001; our primary objective being to ensure provision of services that consistently meet (if not exceed) customer requirements and expectations. Secondary objectives are to reduce the risk of pollution arising through our processes and commit to recycling material and using recycled materials wherever possible. To assist in achieving this objective we utilise a quality management system consistent with the requirements of ISO 9001:2000 which is continually monitored and reviewed for its applicability and effectiveness through a programme of internal auditing, management review and the analysis of performance against a set of predefined objectives.

## **Waste**

RSG attempt to reduce the creation of waste by the adoption of waste-saving initiatives such as accepting CVs largely in electronic format, and producing electronic invoices wherever possible. When we do produce waste we ensure we recycle; materials we recycle include: Paper (through Shred-it recycling); Cartridges; Plastics; Cans and glass.

## **Energy**

RSG are aware of the importance of efficient and cost-effective energy solutions to reduce the overall impact on the environment. Therefore we are always striving to reduce our energy usage. We ensure all monitors are flat screen, instead of CRT and we run a terminal server environment ensuring less power usage than PC's. All equipment is switched off when not in use to save energy. All lighting is movement activated ensuring lights are not left on when not in use. Our fridges are A-Rated and thus emit less CFC's. All staff are encouraged to save energy wherever possible.