

Corporate and Social Responsibility Policy

Statement of Policy

Clymac are committed to conducting their business in a manner which is both professional and ethical whilst at all times paying attention to their social responsibilities that we must integrate our business values and operations to meet the expectations of our customers, employees, suppliers, and the wider community and environment.

- We recognise that our social, economic and environmental responsibilities are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our customers and employees and where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance and governance to our employees in our continual commitment to sustainable development.
- The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

Our partnership focus:

- We shall ensure a high level of business performance while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our customers and employees.
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices.
- We shall encourage suppliers and contractors to adopt responsible business policies and practices.
- We shall encourage dialogue with the local community where projects can effect local community
- We will register and resolve customer complaints in accordance with our standards of service and quality assurance policy.
- We support and encourage our employees to help local community organisations and activities in our region, particularly our employee chosen charities, also to support our chosen overseas charity Aid camps, we have encouraged and provided employees with chance to travel to India and the Cameroon to build provisions for the education and health of the local community through Aid camps and have had a number of successful trips.
- We shall work with colleges and universities to assist young people in choosing their future careers, being an advocate for our industry and provide employment opportunities for in house apprenticeships.
- We shall operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and provide resources to enable their continual development
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement, we currently use internal intranet website to provide information and share ideas and technical data
- We shall provide safeguards to ensure that all employees of whatever nationality, sexuality, gender identity, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment

- We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work
- We shall develop our Environmental policy and objectives as part of the business planning cycle, this will also include development of waste management policy.

The results of monitoring will be reviewed at regular intervals to assess the effectiveness of the policy; considerations will be given if necessary, to adjusting this policy if new technologies and methods are made available.

Signature: *Martin Lynch*

Position: Director

Date: 30/04/2020

Review: 01/05/2021

