

Corporate Social Responsibility Policy

16th May 2022

1. Introduction

Our Corporate Social Responsibility (**CSR**) Policy describes our business behaviours that not only deliver commercial objectives and meet legal requirements but also have a positive social impact. It describes our desire to run the business responsibly and align business strategy with CSR goals to have a significant and positive impact both on the business itself and the communities in which the business operates.

We are a Management Consultancy business and operate from our client's premises or from our home offices. When representing our clients or working on their premises we adopt their environmental and health and safety policies. Our impact on the environment is minimal but we are committed to minimizing our carbon footprint.

The prosperity of our business and of the communities within which we operate requires a commitment to the sustainable management of our activities. We have therefore developed a policy that affects and enhances all areas of our business, namely people, customers, suppliers, health and safety, the environment, and the community. We committed to the principles and practices set out below.

2. CSR Policy

2.1 **People**

We are committed to the well-being and continual development of our people and to training our workforce, where employees are appreciated, valued, and given regular feedback so that each employee has a clear understanding of their role and how they contribute to the business.

We continually seek to promote our skills, knowledge, and experience for the benefit of others. As an example, this year we have become a member of the UK Values Alliance and actively involved in World Values Day to promote values in society.

Through our client and contractual commitments, we will seek to align our advice to create social value and consider how we can collaborate with partners to best effect.

Voluntary work to achieve wider personal wellbeing, social or environmental goals is encouraged up to 2 days per annum and there are opportunities for periods of unpaid leave for family commitments and or sabbaticals. This can include mentoring young people

Opportunities will be taken to innovate service delivery with partners, sponsor education and development through graduate or work placements.

We operate a meritocracy, where all employees are recognised and rewarded based on their performance, effort, contribution, and achievements.

We expect our employees to act with integrity towards one another and exercise a high standard of business practice and workmanship.

We support diversity, fairness and equal opportunities and aim to involve and consult regularly with employees as to the direction of the business.

The Company is committed to complying with all relevant employment legislation and regulations. The Company regards such regulations and legislation as the minimum rather than the recommended standard.

No worker should be discriminated against based on age, gender, race, sexual orientation, religion or beliefs, gender reassignment, marital status, or pregnancy. All workers should be treated equally.

Workers with the same experience and qualifications should receive equal pay for equal work.

No worker should be prevented from joining or forming a staff association or trade union, nor should any worker suffer any detriment because of joining, or failing to join, any such organisation.

Workers should be aware of the terms and conditions of their employment or engagement from the outset. In particular workers must be made aware of the wage that they receive, when and how it is to be paid, the hours that they must work and any legal limit which exists for their protection and any overtime provisions.

Workers are allowed such annual leave, sick leave, maternity / paternity leave, and such other leave as is granted by legislation as a minimum.

The Company does not accept any corporal punishment, harassment in any form, or bullying in any form.

2.2 Human Rights

The Company is opposed to the use of slavery in all forms; cruel, inhuman, or degrading punishments; and any attempt to control or reduce freedom of thought, conscience, and religion.

The Company will ensure that all its employees, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights and the Human Rights Act 1998.

The Company will not enter any business arrangement with any person, company or organisation which fails to uphold the human rights of its workers or who breach the human rights of those affected by the organisation's activities.

2.3 Customers

We aim to build long term relationships with all our customers and other stakeholders by understanding their objectives as they evolve over time and meeting their needs. We aim to give fair value, consistent quality, and reliability.

We aim to have the highest professional and ethical standards and will be honest, open, and transparent in all our dealings with customers.

2.4 Suppliers

We aim to create and maintain strong relationships with key suppliers and contractors.

We aim to choose suppliers that share our ethos in relation to employment practices, quality, and environmental controls. This will be communicated to all suppliers and potential suppliers.

The Company expects all suppliers to work towards and uphold similar ethical and moral standards. The Company will investigate the ethical record of potential new suppliers before entering into any agreement.

The Company reserves the right to withdraw from any agreement or other arrangement with any supplier or partner who is found to have acted in contravention of the spirit or principles of this Policy.

2.5 Health & Safety

We aim to achieve and maintain the highest standards of health and safety and provide a safe and healthy working environment for all our activities.

When operating on client premises we adopt and comply fully with their health and safety at work policies.

We ensure all our employees have fully equipped home office equipment and facilities that meet health and safety requirements, including but not limited to, desks, computer screens, chairs, computer stands and docking stations.

2.6 Environment and Sustainability

We are very aware of climate change and the priority to de-carbonise business activities and will work with our clients to assist their journey to adapt and evolve.

The UN Sustainable Development Goals provide an informative framework to shape the future business environment, highlighting the future direction of travel and new opportunities.

We have implemented an environmental policy appropriate to our business. We are committed to minimising our carbon footprint in general and focus on the following areas in particular:

- Smarter working – we will champion smarter working and collaborate to share best practice
- Supporting clients with new business opportunities and change management
- Travel – we only travel when necessary, working from home and communicating virtually whenever possible, and use trains wherever possible when we do have to travel
- Paperless office – we work almost exclusively online and only print hard copy documents, when necessary, (such as client proposals, invoices, reports)
- Recycling – any waste materials we do produce, such as used printer cartridges are recycled appropriately

2.7 The Community

We are committed to supporting the communities in which we live and work and regularly give free time to support public and private sector organisations in the areas we live in and sectors we work in, (this includes Non-Executive and Advisory work).

We recognise and understand the significance of the local community within which we operate. We aim to enhance our contribution to the community by being sensitive to the needs of local people and groups and promoting ethical and socially responsible trading.

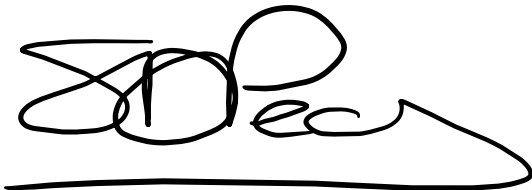
Every year we nominate a charity, or several causes within our community to whom we donate 1% of our net profits, (as we have done since 2002). Our current chosen charity is the Dorothy House Hospice who provide end of life care in the southwest of England.

3. Review and Reporting

The company will review our policy, progress, and provide an annual CSR statement.

This CSR plan has been reviewed and signed off by the board of directors.

Signed on behalf of the Journey4 Ltd:

A handwritten signature in black ink, appearing to be 'J. Dec', written over a horizontal dotted line.

Date: 16th May 2022