



Gareth Bunn Consulting

Corporate and Social Responsibility and Sustainability Policy – Gareth Bunn Consulting Limited

Gareth Bunn Consulting Limited is a small firm with a single (working) Director and one part time employee. In the delivery of training, coaching and consulting services we sometimes work in association with other suppliers – usually small companies and self employed professionals.

Our CSR/Sustainability policy is geared therefore to the supply of professional services – training, coaching and consulting. We ask that all policies and undertakings of Gareth Bunn Consulting Limited are also adopted by associates and sub-contractors.

What we commit to

We will conduct our relationships with clients on a fair and ethical basis and in compliance with the Mandatory Core Principles of sustainability. These principles apply both to our own activities and, where appropriate, to any sub-contracted resources:

1. **Human rights.** We demand respect for human rights in dealing with all stakeholders e.g. team members, clients, suppliers, associates and communities. We support the principles of the Universal Declaration of Human Rights.
2. **Compliance with applicable international, national, state and local laws.** We recognise that local customs, traditions and practices may differ, but we will comply with local, national and international laws, including all environmental, health and safety and labour laws.
3. **Forced or compulsory labour.** We will not source from any supplier which we are aware uses forced, bonded or compulsory labour; nor will we provide services to such companies.
4. **Child Labour.** We will not ourselves use, and we will not source from any company which we are aware uses, child labour in the supply chain; nor will we provide services to such companies.
5. **Equality and diversity.** We refuse to accept unlawful discrimination of any kind in working relations and we expect diversity to be promoted. We will not, and we require that any sub-contracted suppliers will not, discriminate in hiring, compensation, access to training, promotion, termination of employment or retirement based on: - race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership, political affiliation.



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6. **Employee wellbeing and development.** Should we as a company take on employees, we will give consideration to flexible working conditions to promote work/life balance, the promotion of training and personal development.
7. **Disciplinary practices.** Employees, clients and their agents must be treated with respect and dignity. Physical or verbal abuse or other harassment and any threats or other forms of intimidation are not tolerated.
8. **Freedom of association.** As far as relevant laws allow, respect will be given to freedom of association.
9. **Health and Safety.** A healthy and safe working environment will be provided for all employees and associates, in accordance with international standards and laws. This includes making sure that, wherever we are asked to deliver our services, adequate facilities, training and access to safety information are provided. We will ensure that our clients also adhere to their obligations to provide a secure, healthy and safe environment.
10. **Confidentiality and intellectual property.** We will maintain confidentiality with regard to all information we have access to, in accordance with contract terms and applicable laws. We will protect all intellectual property belonging to our clients, their customers, other suppliers and individuals.
11. **Refusal of bribery and corruption in business practices.** We espouse high standards of integrity and ethics in all our dealings. We will not offer or take bribes or engage in any form of corruption.
12. **Environmental impacts.** We will seek to reduce impact on the environment – specifically through:
 - ensuring any waste materials used in the delivery of services, notably paper, packaging and printer consumables are recycled using approved recycling facilities where available
 - seeking to minimise travel – e.g. by scheduling meetings and programmes to avoid unnecessary travel
 - making best use of recycled materials wherever possible – e.g. recycled paper and we will wherever possible print in duplex to minimise consumption
13. **Fair business terms.** We will seek fair business terms from our clients. We undertake to offer equivalent or better terms for any sub-contracted resources and we commit to timely payments of their invoices.
14. **Active promotion.** We view CSR and sustainability as a critical component of our business values. As such, within any constraints set by our clients, we will seek to raise awareness of such issues, and promote successful and innovative policies and achievements.

Responsibilities

As a micro-business, all executive and managerial responsibilities relating to CSR and Sustainability are exercised by Gareth Bunn, Director.