



# Corporate Social Responsibility Policy

**Owner: Compliance Manager**

**Classification: Public**

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## **The Premex Approach**

Premex are committed to addressing corporate and social responsibilities openly through the launch of a number of long-term group initiatives. Premex recognise that their operations have an impact on the local community and environment and through initiatives they are constantly planning for the future in order to enhance the lives of the local community, minimise the impact on the environment as well as developing employees. Premex continually seek to improve initiatives in order to make a positive impact on the three areas covered in the policy.

## **Premex Group's Commitment to the Environment**

Premex recognises that its operations impact upon the environment. Through identification of its most harmful activities, Premex has devised a number of initiatives in order to minimise them.

### ISO 14001

Premex achieved ISO 14001 accreditation in 2010. This accreditation, which is reassessed annually, has allowed Premex to reduce its impact on the environment through setting challenging targets and increasing environmental awareness amongst our staff.

### Monitoring our Carbon Footprint

Premex is committed to measuring, monitoring and reducing its carbon footprint. In order to minimise energy usage a number of power saving and waste reduction initiatives have been developed. The carbon footprint will be measured and calculated on a yearly basis at the start of the year.

### Recycling and Waste

Premex is actively reducing waste through the introduction of recycling schemes for paper, glass, plastic, cans, computers and toner cartridges. Any waste that cannot be recycled will be disposed of environmentally and responsibly through Biffa Waste Management.

### Forest Stewardship Council

Premex has replaced all its letter headed paper stock with Forest Stewardship Council approved paper saving around 600 trees a year.

### Employee Environmental Awareness

Premex ensure that all employees are in a position to improve environmental performance by providing them with relevant information and training.

## **Premex Group's Commitment to the Local Community**

Premex Group's commitment to working with and contributing to its local community, ranges from charitable support and to sponsoring local sports teams to actively employing and training people from our local areas.

### Charity of the Year

Each year, employees nominate a charity to benefit from all the fundraising events held throughout the year. The nominated charity receives a donation of funds collected from a range of fundraising activities, including dress down days and themed fundraising days. Charities which have been supported over recent years include Pendlebury Children's Hospital, Bolton Hospice, Anthony

Nolan Trust, The MPS Society, Cancer Research and Christies. Premex also supports charitable events in the local community and beyond.

## Premex Reach

To further emphasise Premex's commitment to charitable fundraising, Premex will match pound for pound any amount raised by a member of staff for any charitable cause.

## Partners

Premex Group became a corporate partner of the Tree Appeal. Tree Appeal plants trees with its partners to promote biodiversity, create natural habitats and improve the environment for local communities.

Premex Group has been a premier patron of the Bolton Lads and Girls Club for a number of years and will continue to support the club as a patron and through regular attendance at their charitable events. Bolton Lads and Girls Club aims to help the young people of today become the happy, caring and responsible citizens of tomorrow.

## Volunteering

Employees from Premex regularly volunteer and take part in supporting the local community. Premex allows staff paid leave to attend and support the annual Kidz Up North exhibition, run by the Disabled Living charity.

## **Premex Group's Commitment to Its People**

Premex Group recognises the importance of its people and continues to develop initiatives that allow its employees to develop and grow.

## Investors in People

Premex Services has held the Investors in People (IIP) standard, which provides a framework for delivering business improvement through people, since 2006 and continues to develop HR policies in line with the standard. In April 2012, Premex achieved the coveted Gold Standard, an accreditation only held by 2.6% of IIP certificated organisations.

## Training and Development

Premex fully acknowledges the contribution that training and development makes to the ongoing success of the organisation and the growth and development of its employees. Alongside the dedicated Training and Development team, premex engages various external training providers to offer alternative learning and development opportunities.

## Premex Training and seminars

To deliver the best service to our clients, it is essential that our experts are kept up to date with developments in the medico-legal field. Premex offers regular training courses and seminars, led by a range of specialists, on what is expected of our experts.

## Childcare Vouchers

The childcare voucher scheme allows employees with children to convert an element of their salary into childcare vouchers, through a salary sacrifice. The vouchers can then be used for a variety of childcare provisions which include child minders, pre-school, after school care and holiday clubs. The scheme offers substantial tax and national insurance savings to the employee.

## Sports and Social

Premex Group has an active sports and social committee which, with the assistance of company funding, runs a number of events throughout the year. These fund raising events contribute to the overall donation to the nominated charity.