



Environmental, Social and Governance Policy



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COMPANY PROPRIETARY INFORMATION

Prior to use, ensure this document is the most recent revision by checking the Master Document List. To request a change, submit a Document Change Request to the Document Control Representative.

Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Chris Hunt		Quality Manager	25/02/2022
Approved by	Jeremy Nash		CEO	21/3/22

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
4/6/7	Review of Documentation, Inclusion of updated references to standards, and Anti-Slavery and Human Trafficking Policy, update of the ISOQAR Logos	4	09/12/2016
5, 6, 7	Document review – Minor changes to introduction, Protection of the Environment, Health and Safety, Community, Update of ISO Logos, Inclusion of Responsible trading	5	12/02/2020
6,7	Changes made to Community, certification updated to reflect new format	6	22/09/2021
6, 7, 8, 9	Inclusion of: Sustainability Goals and Plans, Reduction of Carbon Footprint, SSIP, Carbon Reduction Plan, Risk and Opportunities	7	28/01/2022
1, 3, 7	Change of title from CSR to ESG, Change in Supplier and Sub Contractor ref. Removal of specific ILO references	8	25/02/2022

Supporting documentation:

Ref	Title & Description	
QM001	Quality Management Manual	ISO 9001
QM001.0a	Quality Policy	ISO 9001
QM001.1a	CI BS31000:2011 Risk Management Policy	BS 31100
QM001.4	Centerprise Group Equality and Diversity Policy	ISO 9001
QM001.5	Centerprise Group Ethical Trading Policy	ISO 9001

QM001.8	Centerprise Group Anti-Slavery and Human Trafficking Policy	ISO 9001
QM002	Customer Satisfaction Management System	ISO 10002
QM003 (A2)	Environmental Policy	ISO 14001
QM003.7	Green ICT Policy	ISO 14001
QM003	ROHS Declaration Policy	ISO 14001
QM005.1	CI Information Security Policy	ISO 27001
QM005.8	CI Information Security Policy – Suppliers	ISO 27001
QM005.11	CI Corporate Hospitality and Bribery Act 2010 Policy	ISO 27001
Website	Supplier and Sub-Contractor Audit Questionnaire	ISO 9001

Environmental, Social and Governance Statement

Centerprise International Limited (CIL), formed in 1983, grew through success based initially in manufacturing high quality customised desktop PCs, notebooks and servers at our facilities in Basingstoke.

We recognise our responsibility in ensuring that part of that success depends on our ability to manage our business ethically, transparently, and responsibly. We realise that there are many laws and regulations central to the requirements to meet our obligations. We strive to maintain an environment that allows our customers to remain compliant with the rules most relevant to them. These principles, in addition to our Code of Conduct and other internal policies, describe the kind of behaviour required by all of our employees.

We have adopted the set of values below as part of ensuring Corporate Responsibility.

Wages and Benefits

We will comply with all applicable wage and hour laws and regulations, including those relating to minimum wages; overtime hours, and other elements of compensation, and provide legally mandated benefits.

Working Hours

We will not exceed prevailing local work hours and will appropriately compensate overtime. We will not force our employees to work more than the allowable time required to work without their consent.

Non-discrimination

We will not discriminate in hiring and employment practices on the grounds of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability.

Respect and Dignity

We will treat all our employees with respect and will not use threats of violence or other forms of physical coercion or harassment.

Freedom of Association

We shall respect the legal rights of employees. We have the right to establish favourable employment conditions and to maintain effective employee communications programs as a means of promoting positive employee relations.

Protection of the Environment

Managing our impact on the environment in a responsible and ethical manner

We will operate in a manner that is protective of the environment. As a minimum, we will comply with all applicable environmental legislation, regulations and standards (ISO 14001), such as requirements regarding the use of certain hazardous substances in electrical and electronic equipment (RoHS), chemical (REACH Articles) and waste management and disposal (WEEE), recycling (Waste Legislation), air emissions controls (FGas Regulations), environmental permits and environmental reporting.

Reduction of Carbon Footprint

CIL is committed to lowering its carbon footprint. The Centerprise International Sites record their CO2e Emissions and have written objectives under ISO 14001 to reduce the Emissions. Recycling bins in the office have replaced mixed waste bins. The photocopier defaults to double side printing in black and white. Utility usage is monitored monthly. As part of our ISO Standards Management review, environmental elements on reducing our impact are discussed and includes ways of reducing the carbon footprint.

Health and Safety

We are committed to providing our employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, we have developed a robust H&S Management System (audited annually as part of our ISO 45001 and SSIP certification) that encompass safety, Risk Management, incident investigation, and ergonomics.

Ethical Dealings

We will observe the highest ethical principles in performing work. We will be familiar and will strictly comply with all laws and regulations on bribery, corruption, and prohibited business practices. We have not and will not corruptly offer, promise, or make or agree to make any payments or gifts, of money or anything of value, directly or indirectly to anyone for the purpose of influencing decisions.

Responsible Trading

Building and maintaining the highest standards amongst our suppliers

We are committed to maintaining high standards amongst our suppliers. We oppose the exploitation of workers, and we will not tolerate forced labour, or labour which involves physical, verbal or psychological harassment, or intimidation of any kind. We will not accept human trafficking or the exploitation of children and young people in our business and undertake all reasonable and practical steps to ensure that these standards are maintained.

We are choosing to work with suppliers who can evidence positive action to address the environmental and social impact our industry is having in the World, whilst also investing in measures to drive economic benefit at a regional level.

Our overarching goal is to leverage technology to bring about change whilst seeking to minimise the negative impact the industry is having on the environment and developing nations. With likeminded partners we intend to:

Minimise carbon emissions, enhance social equity and improve economic development. To do this we plan to:

- have a valid view on public sector procurement reform and influence how procurement can be an enabler for change.
- deliver power efficient solutions, maximise the useable life of an asset and recover every ounce of value from retired assets.
- Invest in offerings that enhance public services whilst lowering the cost of delivery.

As part of this commitment, suppliers are required to complete a Supplier and Sub Contractor Audit Questionnaire that includes questions regarding their commitment to the Anti-Slavery Act 2015 and ILO conventions.

Laws, Regulations, and Other Legal Requirements

We will comply with all applicable laws and regulations in all locations where we conduct business.

Community

CIL over the years has actively been involved in local events to assist the local community. These include:

- Major sponsors of the Armed Forces.
- Nominating charities on a yearly basis. E.g.: Help the Heroes, Cystic Fibrosis, Ark Cancer Centre.
- Sponsoring local clubs and good causes in the community within which we operate.
- Operating a community outreach programme in conjunction with Dragons Rugby to provide opportunities for those most in need throughout Southeast Wales.

Related Documents

- CI Quality Policy
- Environmental Policy
- Green ICT Policy
- RoHS Declaration Policy
- Carbon Reduction Plan
- Risk Management Policy
- Anti-bribery Policy
- Anti-Slavery and Human Trafficking Policy
- Information Security Policy
- Supplier Questionnaire
- Staff Handbook

Related ISO Standards:

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| • ISO 9001 | Quality Management Systems |
| • ISO 10002 | Customer Satisfaction Standard |
| • ISO 14001 | Environmental Management Systems |
| • ISO 20000_1 | Service Management |
| • ISO 27001 | Information Security Management Systems |
| • ISO 45001 | Occupational Health and Safety Management System |



Certificate No 6786

ISO 9001 / ISO 14001

ISO 22301 / ISO 27001

ISO 45001

Certificate No 6786

ISO 10002

BS 15713

Certificate No 6786

ISO 20000-1

Risks and Opportunities

The following risks and opportunities have been considered in relation to our Corporate Social Responsibility and our Sustainability Goals

Risks

- Waste to landfill
- Improper use of Waste Streams
- Unethical treatment of workforce
- Reputational damage

Opportunities

- Minimising the impact on the environment and being socially responsible in the procurement of goods and services
- Create a culture of sustainability and wellbeing
- Engaging with our supply chain to promote and encourage best practice, improved working conditions, equality, and ethical behaviour
- Establishing likeminded Strategic Partners to help meet our aspirations in becoming an environmentally sustainable company.
- Improving sustainable sourcing of materials (e.g. IT Components)
- Improve our purchasing performance by bringing our contractors, sub-contractors and suppliers along with us which will also lead to closer working relationships with the supply chain for the benefit of all.
- Employee wellbeing
- Enhancement of company reputation