



# Corporate Social Responsibility Policy

---

Document No QM 001.7

Rev 3

Uncontrolled Copy

☐

Controlled Copy

☒

Date 12/02/2014


## 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	05/09/2014
Approved by	Garry Stevens		CEO	8/9/2014

## 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
	CSR Issue in new formatted document	1	20/02/2012
6 / 7	Updated to reflect current charities and the inclusion of Centerprises ISO Accreditations.	2	12/02/2014
7	Updated to reflect ISO 27001:2013 inclusion of Supporting Documentation	3	05/09/2014

Supporting documentation:

Ref	Title & Description	
QM001	Quality Management Manual	ISO 9001:2008
QM001.0a	Quality Policy	ISO 9001:2008 5.3
QM001.1a	CI BS31000:2011 Risk Management Policy	BS 31100:2011 3.2
QM001.4	Centerprise Group Equality and Diversity Policy	ISO 9001:2008 5.2
QM001.5	Centerprise Group Ethical Trading Policy	ISO 9001:2008 5.2
QM002	Customer Satisfaction Management System	ISO 10002:2004
QM003 (A2)	Environmental Policy	ISO 14001:2004 4.2
QM003.7	Green ICT Policy	ISO 14001:2004 4.3.2

---

QM003	ROHS Declaration Policy	ISO 14001:2004
QM005.1	CI Information Security Policy	ISO 27001:2013 A.5
QM005.8	CI Information Security Policy – Suppliers	ISO 27001:2013 A.15.1.1
QM005.11	CI Corporate Hospitality and Bribery Act 2010 Policy	ISO 27001:2013 A.18.1
QWI5.3.1.F1	Supplier and Sub-Contractor Audit Questionnaire	ISO 9001:2008

---

## Corporate Social Responsibility Statement

---

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

We recognize 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. While it would be nearly impossible to satisfy all of the various industry, country, and local rules that must be followed by each of our customers, 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.

That is why we have adopted this set of values that make up our 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 corporal punishment, 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

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 14001:2004), 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 2011), air emissions controls (FGas Regulations), environmental permits and environmental reporting.

## Health and Safety

We will provide our employees with a safe and healthy workplace in compliance with all applicable laws and regulations. Consistent with these obligations, we have effective programs 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.

## Forced or Involuntary Labour

We will not knowingly use companies who use forced or involuntary labour of any type (e.g. forced, bonded, indentured or involuntary prison labour).

## Child Labour

We will not knowingly use companies who use child labour. 'Child' refers to any person employed under the minimum age for employment in the relevant country. We support the use of legitimate workplace apprenticeship programs which comply with all the laws and regulations applicable to such apprenticeship programs.

## Laws, Regulations, and Other Legal Requirements

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

## Community

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

- Major sponsors of the local teams: Basingstoke FC and Basingstoke Rugby Team.
- Sponsoring charities: Help the Heroes, Cystic Fibrosis.
- Sponsoring blood donations at our facilities in Basingstoke

## Related Documents

- CI Quality Policy
- Environmental Policy
- Green ICT Policy
- RoHS Declaration Policy
- Risk Management Policy
- Anti-bribery Policy
- Information Security Policy
- Supplier Questionnaire
- Staff Handbook

## Related ISO Standards:

- ISO 9001:2008 Quality Management Systems
- ISO 10002:2004 Customer Satisfaction Standard
- ISO 14001:2004 Environmental Management Systems
- ISO 20000:2011 Service Management
- ISO 27001:2013 Information Security Management Systems
- OH&S 18001:2007 Occupational Health and Safety Management System



