



WHERE META MATTERS

Corporate Social Responsibility Policy

Version 1.0

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1. Corporate Social Responsibility Policy

1.1. Scope

This policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers, agency staff, volunteers, interns, agents, sponsors, or any other person associated with us wherever located (collectively referred to as workers, staff or employees in this policy).

1.2. Policy Statement

MIT Dynamic are committed to carrying out its business ethically, in compliance with all laws and regulations, with consideration of the environmental impact and with honesty.

Our policy is based off the following principles:

- Equal opportunities
- Making ethical decisions
- Compliance with all applicable regulations, laws, legislation, and codes of practice.
- Honesty
- Minimising environmental impact
- Being charitable

We aim to improve our Corporate Social Responsibility performance at every opportunity and this policy is reviewed annually to highlight any opportunities for improvement as well as assessing our performance against the principles we follow

1.3. Staff

We are committed to ensuring a safe, fulfilling, and motivational work environment. We continually strive to develop our people whilst recognising their achievements and rewarding their work.

Our staff also follow our policies to ensure that our values and principles are demonstrated throughout the business by working with integrity, honesty, and professionalism.

Applicable policies include:

- Anti-Bribery and Corruption Policy
- Equal opportunities
- Ethical Policy

1.4. Environmental Impact

We are continually assessing ways to minimise the impact our business has on the environment. Our core initiative for achieving a lessened environmental impact is our working from home and remote working

initiative. This has allowed us to lower the number of staff required to attend our offices each day with flexi remote and home working in addition to permanent home workers.

1.5. Charitable Giving

We commit to support local and charitable causes via donations as well as ensuring that:

- Donations are made only to registered charities
- We keep records of each donation
- We carry out the appropriate due diligence to ensure that our donations are used for the intended purposes.

1.6. Anti-Bribery and Corruption

It is the company's policy to conduct all business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and comply with the Bribery Act 2010

All staff are aware of our own Anti-bribery and Corruption policy, the full policy can be found on our website or made available upon request.

1.7. Human Rights

We ensure that all employees and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights. MIT are also opposed to the use of slavery in all forms and we will not enter into any business arrangement with any companies or organisations which breach the human rights of their employees or anyone affected by their business in compliance with the Modern Slavery Act 2015.

1.8. Information Security and Confidentiality

We ensure that we follow data protection and GDPR legislations and guidelines. All information received by employees will not be used for personal gain or used for any purpose other than that it was intended for.

ISO27001 policies are also set out by the company to ensure that all staff and work follows information security best practices.

1.9. Health and Safety

It is our duty to ensure the health, safety, and welfare at work of all employees as far as reasonably practicable. We carry this out via the following measures:

- We have a health and safety which is available to all staff
- Health and Safety Awareness training is given to all staff
- Designated members of staff are given first aid training
- Risk assessments have been conducted and are updated with new changes or considerations
- Providing and maintaining a safe working environment.

1.10. Applicable/Relevant Policies

Our Corporate Social Responsibility Policy principles are also outlined in various related policies which are listed below:

- Anti-Bribery and Corruption Policy
- Equal opportunities
- Ethical Policy
- Data Protection Policy
- GDPR Compliance Statement

Our quality management system (ISO9001) also outlines the applicable legislation, regulatory and laws connected with our business

- Data Protection Act 1998
- General Data Protection Regulation
- Employment Act 2002
- Computer Misuse Act 1990
- Bribery Act 2010
- Equality Act 2010
- Employers' Liability (Compulsory Insurance) Act 1969
- COSHH Regulations 2002
- The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002)
- The Provision and Use of Work Equipment Regulations 1998
- The Workplace (Health, Safety and Welfare) Regulations 1992
- Modern Slavery Act 2015
- Pension Schemes Act 2017
- Working Time Regulations 1999
- Human Rights Act
- The Statutory Sick Pay Regulations
- The Information and Consultation of Employee Regulations
- Part-Time Workers Regulations
- Agency Workers Regulations