



Phase 3 Policy Document

Phase 3 – Corporate Social Responsibility Policy

Context

Policy owner: James Proctor, Director of Professional & Managed Services

Policy date: 1st August 2022

Last Review Date:

Review date: To be reviewed upon any significant business or service change affecting property or working location requirements or as a minimum every 1 year

Purpose: To describe the Corporate Social Responsibility Policy

Scope: Phase 3 acknowledges responsibility to ensure that the company's operations are ethical and beneficial to our employees, clients and the environment.

Linked documents:

- P3 Contracts of Employment
- P3 Health & Safety Policy
- P3 Equalities & Diversity Policy
- P3 Modern Slavery Policy
- P3 Anti- Bribery & Corruption Policy

1. Introduction

- 1.1 Although Corporate Social Responsibility (CSR) is a very broad concept, Phase 3 Consulting Ltd is committed to operating in an economically, socially and sustainable manner. At Phase 3 we are proud to publicly display our commitment to being a socially responsible business, both internally and externally.
- 1.2 Phase 3 are a leading provider of People Technology Consulting & Services working across the UK with clients including government departments, local authorities, corporate clients and businesses of all sizes and industries. We are the People behind Technology ensuring that people technology and people processes are aligned.
- 1.3 Phase 3 Consulting Limited is registered in England at Companies House.
- 1.4 Phase 3 operates from its headquarters in Manchester in the United Kingdom; we use our own staff together with a network of approved partners and contractors.
- 1.5 There are four main pillars that form the foundation of CSR here at Phase 3, these are:
 - Philanthropic efforts: These initiatives include donating time, money, and other resources to the likes of charities.
 - Environmental protection and sustainability: Aligning Phase 3 with efforts to reduce carbon footprint
 - Company diversity: This ensures that we acknowledge and address the need for a diverse workforce that makes all employees feel welcome.
 - Volunteering commitments: Providing our employees with opportunities (time or resources) to partake in volunteering activities.

2. Our policy

- 2.1 For us success is not simply about maximising profitability, it is much broader than that; it is about demonstrating that we care about our employees, our clients, the environment, and those charitable causes that are close to our hearts.
- 2.2 Our team value the work that many not-for-profit organisations undertake, recognising that often a barrier for those organisations is raising vital funds. At regular intervals, we ask our employees to nominate a chosen charity which we then support by completing challenges or competitions internally and with our clients.
- 2.3 In January this year our teams competed to undertake the most steps with the two winning teams nominating the two charities, Elliot Holmes Memorial Fund and Teenage Cancer Trust.
- 2.4 Our team also have unlimited paid leave meaning many of our colleagues' volunteer with organisations including Age UK and Scouts. We encourage

everyone involved in any activities to share photos and successes to encourage support from across the organisation.

- 2.5 At Phase 3 we have the opportunity to play an active role in shaping our future workforce by cultivating our own talent, and as such, we have worked closely with local colleges to appoint apprentices. Our apprentices have stayed with us and worked their way up through the company; one former apprentice is now a Consultant.
- 2.6 We believe that employing apprentices improves productivity, strengthens our workforce, and improves motivation amongst our employees. We can make use of natural aptitude and train new people the way we want them to learn and work right from the start.
- 2.7 At Phase 3 our aim is to create a workplace that encourages diversity and equal opportunities for all. We actively encourage professional development through our commitment to all employees using 20% of their time each week for personal development.
- 2.8 Phase 3 recognises the need to protect the natural environment; keeping our environment clean and unpolluted is a benefit to all. Reducing energy consumption and involving employees in waste management efforts are all aspects of Phase 3's environmental CSR that can reduce our carbon footprint. Therefore, our CSR policy encourages our employees to use public transport, cycle or walk to work where appropriate and where car journeys are essential, we promote car sharing.
- 2.9 The introduction of remote and hybrid working means that our offices are usually occupied only three days each week, therefore, reducing electricity and water consumption; all these options contribute to our commitment to reducing our carbon footprint.
- 2.10 At Phase 3 we work hard to ensure we recycle as much as possible; this includes paper, plastics, and glass together with the recycling of laptops and mobile phones. We utilise technology throughout our processes to reduce our paper usage.
- 2.11 Our Corporate Social Responsibility Policy ensures that at Phase 3 we can demonstrate our positive business ethics, raising our brand awareness and continually developing trust with our employees, our clients and our local communities.

3. Compliance

- 3.1 This Policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels: directors, officers, agency workers, seconded workers, volunteers, agents, contractors, external consultants, third-party representatives and business partners.

- 3.2 All of our employees, sub-contractors and partners are required to carry out all services ethically whilst promoting good working practices at all levels without reservation.

4. Responsibility for the policy

- 4.1 The responsibility for the CSR Policy rests with the Phase 3 Management Team. This policy document has been approved and endorsed by the Directors and Management Team of Phase 3; they have overall responsibility for ensuring this policy and its implementation comply with our legal and ethical obligations.
- 4.2 Managers at all levels are responsible for ensuring those reporting to them: understand and comply with this policy; and are given adequate and regular training on it and the issue CSR.

5. Communication, awareness and review

- 7.1 Our CSR Policy is communicated to all employees and is available on Intranet (The Hub) and on our website.
- 7.2 This policy is reviewed on a regular basis and at least annually; it may be amended from time to time as deemed appropriate for our business.

For further information please contact:

Marilyn Summers

Head of Quality Assurance & Governance

Email: Marilyn.summers@phase3.co.uk

Tel: 07894627858

OR

James Proctor

Director of Professional & Managed Services

Email: James.proctor@phase3.co.uk

Tel: 07715092797