



Corporate Social Responsibility & Sustainability Policy



1. Overview

Whites of Winchester Maintenance Ltd hereinafter referred to as The Company) believe that a commitment to the principles of corporate social responsibility (CSR) not only makes good business sense but also complements our core business strategy and values.

We believe that by ensuring sustainable practices support ecological, human, and economic health and vitality. Sustainability presumes that resources are finite and should be used conservatively and wisely.

The Company acknowledge that running our business has an effect on society. In particular, we have a responsibility to our clients, our employees and contractors as well as the broader community in which we operate.

The Company will:

- Conducting themselves responsibly and in an ethical manner
- Creating a positive and supportive working environment
- Support local communities
- Act fairly in dealings with suppliers and other third parties
- Minimise the impact on my environment.
- Implement waste reduction measures at all our operational sites and office locations

2. Communication

This policy shall be communicated to all employees of The Company. The Policy is also available for distribution to all clients and other relevant stakeholders. Information, Instruction and training on The Company CSR strategy and policy is available where required.

3. Responsibility and Review

The Managing Director (MD), who is the firm's nominated officer, has overall responsibility for the CSR strategy and for implementing and reviewing the effectiveness of this policy.

Members of staff have a role to play in complying with the CSR objectives and are encouraged to make further suggestions in relation to initiatives I could undertake. If anyone has a suggestion, they should contact the MD.

The Company is committed to the highest possible standards of openness, honesty, integrity and accountability. In line with that commitment and in accordance with our Whistleblowing Policy, The Company actively encourages all staff members who have serious concerns about any real or perceived departure from the Companies high ethical standards is to voice those concerns openly.

The Company is committed to ensuring this policy remains effective. The policy is reviewed at least annually to verify its effective operation. Records of the reviews are maintained via the revision record. Any necessary amendments that are made to the policy are communicated as required.



4. Corporate Social Responsibility Principles for all Employees

4.1 My Conduct

Employees shall aim to adopt the highest professional standards and not to act in such a way as to compromise The Companies Integrity.

Employees shall actively promote respect between staff members in their dealings with each other and with clients and other third parties.

4.2 My Working Environment

The Company recognises that its employees are our most important resource. The Company shall ensure a positive and healthy working environment and endeavour to ensure they have rewarding careers and job satisfaction.

The Company endeavours to ensure that all staff have access to the training they need both for their own development and to enable them to deliver a high-quality service.

The Company and board of directors consider all staff members to be equal and aim to create a working environment which is free of unlawful discrimination. In this regard and to ensure consistency. The Company has an Equal Opportunities Policy.

4.3 My Community

The company considers its impact on the communities where we operate. As such, The Company has resolved to support local charities. Charities will be selected by the MD and any gifts or donations will be approved by the MD.

The company will consider any application by an employee for time off to support their chosen charity.

4.4 My Clients

The Company is committed to delivering a high level of service to all clients. The Company understands that its business exists in a very competitive market and in order to retain clients and ensure the growth of the business, we shall deliver a professional and courteous service.

Wherever possible, The Company takes steps to promote equal opportunities in relation to access to the legal services that we provide. The Company takes account of the diversity of the communities we serve in order to ensure that, subject to funding constraints, my services are accessible to all clients.

4.5 Suppliers

The Company is committed to eliminating unlawful discrimination and to promoting equality and diversity in our dealings with suppliers and other third parties.

The company shall endeavour to enter clear and fair contracts with our suppliers. The Company commits to the timely settlement of suppliers' invoices.

Wherever possible, The Company shall support the local economy by contracting with local suppliers.



4.6 Environment

The Company is committed to behaving responsibly and to minimising our impact on the environment. We aim to minimise our impact on the environment by:

- Minimising waste and adopting sensible recycling policies
- Undertaking assessments of our supply chain to ensure they are observing their own CSR and Sustainability commitments
- Providing safe and comfortable working conditions
- Encouraging staff to walk or cycle to work
- Ensuring that electrical equipment and lights are off when not in use
- Ensuring that heating is turned off or down outside office hours

5. Responsibility

The MD maintains the responsibility for this policy, including an annual review of the policy to ensure that it remains up to date, compliant and relevant to the needs of the organisation and its clients. This review will also consider how effectively the policy is implemented across the organisation.

Signed by:	Matthew Bailey
Position:	Director
Signature:	<i>M. Bailey</i>
Date:	12.09.2025
Review date:	12.09.2026