



Corporate Social Responsibility CSR

Description:

This policy outlines our commitment to integrating social and environmental concerns into our daily business operations and our interactions with stakeholders>

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1. Introduction

At Somerford Associates, we recognise that our operations have an impact on our employees, our community, and the wider environment. As a trusted partner to large corporate enterprises, we are committed to acting responsibly, ethically, and sustainably in everything we do.

2. Pillars

Pillar 1: Environmental Management & Sustainability

We are dedicated to minimising our environmental footprint and helping our clients meet their supply chain sustainability goals.

- **Energy & Resources:** We actively work to reduce energy consumption in our workspace, turn off idle equipment, and are transitioning to digital workflows to eliminate unnecessary paper waste.
- **Waste & Recycling:** We operate a strict recycling policy for all office waste and ensure all redundant electronic equipment (E-waste) is disposed of safely and ethically and where possible to charities.
- **Sustainable Travel:** We encourage the use of remote-meeting technology to minimise business travel emissions wherever practical.

Pillar 2: Labour Standards, Health, & Human Rights

Our people are our greatest asset. We maintain a safe, fair, and inclusive workplace where everyone can thrive.

3. **Fair Pay & Well-being:** We guarantee fair, competitive wages and provide an environment that supports mental and physical well-being, including reasonable working hours.
4. **Diversity & Inclusion:** We offer equal opportunities in recruitment, training, and promotion, and we maintain a zero-tolerance policy for discrimination, bullying, or harassment.
5. **Human Rights:** We strictly prohibit any form of forced labor, modern slavery, or child labor within our own operations and expect the same high standards from our immediate suppliers.

Pillar 3: Ethics, Governance, & Data Security

We conduct our business with absolute integrity and adhere to the highest legal and regulatory standards.

6. **Anti-Bribery & Corruption:** We have zero tolerance for bribery, corruption, or unethical business practices. Employees must never accept or offer improper incentives.
7. **Data Privacy & Security:** We take information security seriously. We strictly protect all client, supplier, and employee data in full compliance with applicable data protection laws.
8. **Fair Competition:** We compete fairly and honestly, ensuring all marketing and sales communications are accurate and transparent.

Pillar 4: Community Engagement

We strive to be a positive force in the local communities where we operate.

- **Local Support:** Where possible, we prioritise local suppliers and support local charities

3. Monitoring and Review

The management team at Somerford Associates is responsible for ensuring this policy is communicated, understood, and upheld. We will review this policy annually to ensure it remains relevant as our company grows and as corporate compliance standards evolve.

4. Approval

Signed on behalf of Somerford Associates Limited, (Company # 04250112)



Andy Davies, Director

Date: 30/09/2026