

## KENYON - CORPORATE SOCIAL RESPONSIBILITY POLICY:

### REVISION STATUS:

This Policy is the responsibility of Kenyon International Emergency Services and all comments and suggestions for revision should be directed to them.

<b>Version:</b>	Original
<b>Approved By:</b>	CEO and UK Operations Specialist
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<b>Target Audience</b>	All Kenyon Full Time Staff, Associates, Team Members and, where necessary, Clients and Contractors
<b>Document Status</b>	Agreed

### DOCUMENT HISTORY:

Revision Date	Page Number(s)	Revision	Agreed By
1 <sup>st</sup> June 2019	3	Original	CEO

#### 1. **Introduction and Aims:**

- a. The purpose of this Policy document is to: provide guidance to all those associated with Kenyon on the Company's Corporate Social Responsibility (CSR).
- b. This Policy is designed to protect Kenyon as an organisation and staff by clearly defining what CSR represents.
- c. All Kenyon staff are required to comply or abide by the terms of this Policy.

#### 2. **Scope:**

- a. We believe that a commitment to the principles of CSR not only makes good business sense but also complements our core business strategy and corporate values. Our Policy is based on the following principles:
  - to minimise the impact and maximise the benefits that our work has on the environment and people around us;
  - to integrate our CSR considerations into all our business decisions; and
  - to comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- b. In setting out our Policy, we aim to deliver continuous improvements. As a result, our approach continues to evolve as we learn lessons along the way. To help define our Policy, it is divided it into four key areas: Community; People: Environmental Management and Responsible Trading and Business Practices. Each is dealt with below.

3. **Community:**

a. We recognise that we can play an important role in our local communities and we aim to make the communities in which we operate better places. We encourage and empower our employees to get involved with their local communities and use their skills and, where possible, the Company's resources to help create a mutual benefit.

4. **People:**

a. We strive to ensure all staff enjoy their work and have opportunities to consistently deliver the very best disaster response services for our Clients. As such, we will continue to develop the first whole-Company Personal Development Plan (issued in 2019), including investing in leadership development programmes and actively looking for ways in which we can promote and increase the diversity of our workforce.

5. **Environmental Management:**

a. We must be ever mindful of managing our impact on the environment and do so in a responsible and ethical manner. We know that our work has an impact on the environment and that we have a duty to manage that impact in a responsible and ethical manner. We do this through identifying all significant environmental impacts and putting processes into place to prevent, reduce and mitigate them. This also makes good business sense.

6. **Responsible Trading and Business Practices:**

a. We look to build and maintain the highest standards amongst our Suppliers and Clients. We oppose the exploitation of workers and we will not tolerate forced labour, or labour which involves physical, verbal or psychological harassment, or intimidation of any kind. We will not accept human trafficking or the exploitation of children and young people in our business and undertake all reasonable and practical steps to ensure that these standards are maintained.

7. **Accountability, Responsibilities and Training:**

a. Overall accountability for procedural documents across the organisation lies with the Accountable Officer who has overall responsibility for establishing and maintaining an effective document management system, for meeting all statutory requirements and adhering to guidance issued in respect of procedural documents.

b. Overall responsibility for the CSR Policy lies with Chief Operations Officer who has delegated responsibility for overseeing the development and implementation of operational procedures.

c. Staff will receive training regarding the Policy from a number of sources:

- Policy/strategy and procedure manuals;
- Line management;
- Specific training course; and
- Team meetings.

8. **Monitoring and Review:**

a. This Policy will be reviewed every three years and used to inform the development of future procedural documents.

9. **Legislation and Related Documents:**

- a. This Policy is available on Kenyon's shared drive as well as the public facing website.
- b. Staff will be made aware of procedural document updates as they occur via team huddles, team meetings, staff bulletins and staff briefings.