


CORPORATE SOCIAL RESPONSIBILITY POLICY

Date: 31/03/2020

Signed: 
Iain C Henderson
Managing Director

Date: 31/03/2020

As our Vision and Values indicates, we recognise that we must integrate our business values and operations to meet the expectations of our stakeholders including customers, employees, investors, suppliers, the community and the environment.

We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy. We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development. Global Infrastructure Directors are responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

Practices which Global Infrastructure adopt and believe in include:

- Ethics and human rights
- Equality & Diversity
- Biodiversity & Ecology
- Sustainability Management

Practices which Global Infrastructure consider to be unethical or dishonest include:

- Clandestine brokering or sharing of tender information
- Collusion for the purpose of corrupting a competitive tender
- Payments, gifts or entertainment to Global Infrastructure employees, agents or representatives to influence decision making
- Modern Slavery and child labour
- Forced, bonded or involuntary prison labour
- Fraud, Bribery or Corruption
- Deception
- Discrimination, Harassment, Racial comments or Bullying in the workplace

Our partnership focus shall:

- Ensure a high level of business performance while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our stakeholders.
- Support the development of our external stakeholders through led training courses and using our facilities for all clients to hold industry meetings as required.
- Ensure our contracts will clearly set out the agreed terms, conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices
- Encourage suppliers and contractors to adopt responsible business policies and practice.
- Encourage dialogue with local communities for mutual benefit.
- Register and resolve customer complaints in accordance with our standards of service.

- Support and encourage our employees to help local community organisations and activities in our region, particularly our employee chosen charities.
- Work with local schools, colleges and universities to assist young people in choosing their future careers, being an advocate for our industry.
- Operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and provide resources to enable their continual development.
- Maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement.
- Provide safeguards to ensure that all employees at whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.
- Provide, and strive to maintain, a clean, healthy and safe working environment in line with our Health and Safety policy and safe systems of work.
- Encourage active use of our Environmental policies and objectives.

Ethical Trading & Human Rights Policy

Employment is freely chosen

- There is no forced, bonded or involuntary prison labour.
- Employees are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after contractual notice.

Freedom of association and the right to collective bargaining are respected

- Employees, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- Employees' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

Working conditions are safe and hygienic

- A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
Employees shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned employees.
- Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the employees.
- The company observing the code shall assign responsibility for health and safety to a senior management representative.

Child labour shall NOT be used

- There shall be no new recruitment of child labour.
- Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- These policies and procedures shall conform to the provisions of the relevant UK standards.

Living wages are paid

- Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be more than enough to meet basic needs and to provide discretionary income.
- All employees shall be provided with written and understandable Information about their employment conditions in respect to wages and benefits before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- Deductions from wages as a disciplinary measure shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the employee concerned.

Working hours are not excessive

- Working hours must comply with national laws, collective agreements, and the provisions in all the sections below, whichever affords the greater protection for employees. Clauses are based on UK statutory provisions.
- Working hours, excluding overtime, shall be defined by contract, and shall not normally exceed 48 hours per week unless the employee has contractually opted out of this provision.
- All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual employees and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate.
- The Company meets all the provisions of the Working Time Regulations 1998.
- Employees shall normally be provided with at least one day off in every seven day period or two days off in every 14 day period.

Regular employment is provided

- To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.
- Obligations to employees under employment or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of zero hours contracts or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any

such obligations be avoided through the excessive use of fixed-term contracts of employment.

No harsh or inhumane treatment is allowed

- Physical abuse or discipline, the threat of physical abuse, sexual, racial or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The use of this code constitutes minimum and not maximum standards, and this code is not used to prevent Global Infrastructure from exceeding these standards. Global Infrastructure applies this code to comply with national and other applicable laws and, where the provisions of law and the Ethical Trading Initiative base code address the same subject, to apply that provision which affords the greater protection.

Anti - Slavery and Human Trafficking Policy

- Slavery, servitude and forced or compulsory labour' and 'human trafficking' within Global Infrastructure and any of its supply chain will not be tolerated. Only suppliers who have met the criteria within our supplier questionnaire are added to our approved list. We provide transparency within our supply chain by carrying out regular audits of our approved suppliers requesting evidence to show their maintenance of the Modern Slavery Act 2015. All information is freely provided.
- Should you suspect or identify the signs of slavery, forced or compulsory labour and or human trafficking this must be reported to the Modern Slavery Helpline on **0800 0121 700** where information and guidance on what to do next can be obtained.

Anti-bribery, Corruption and Fraud Policy

- We will carry out our business fairly, honestly and openly
- We have a zero tolerance towards bribery, corruption and fraud
- There will be severe consequences for any breach of this policy by any personnel
- We will avoid doing business with any others who do not commit to anti bribery objectives
- We will promote the business benefits of rejecting bribery, which will enhance our reputation to both customers and business partners
- We will produce, if necessary, procedures for the implementation of both this policy and protection of confidential reporting of bribery
- Key individuals concerned with this policy's implementation within the organisation, will be named.

Equality & Diversity Policy

Global Infrastructure is an equal opportunities employer. In order to promote an environment within which the Company can call upon the widest possible range of knowledge, skills and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to total non-discrimination in terms of

- race or colour
- nationality or ethnic origins

- sexual orientation or marital status
- gender reassignment
- age
- disability
- pregnancy
- maternity/paternity

Accordingly, management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion or beliefs, age, disability, trade union membership or non-membership, sex, sexual orientation or marital status, or being a part-time worker. The Company's objective is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

If, at any time, employees feel they have been treated less favourably than others in relation to equal opportunities without reasonable justification, they should raise the matter with their Manager.

In the event that you have been the subject of discrimination by another employee, client, customer or visitor in terms of physical or verbal abuse or harassment, you should inform your Manager, or a Director of the Company, immediately.

Sustainability Policy

Global Infrastructure believe in procuring sustainably. We build economic, social and environmental considerations into our procurement of goods, services, and works encouraging innovation where feasible to achieve the most cost effective and sustainable services and products for our client. The social and economic impacts of the product or service are considered throughout their lifetime.

Through robust supply chain management, our suppliers are expected to consider the social and economic impacts of their product or service and mirror our policy of sustainable procurement.