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## Our Commitment

As a forward thinking organisation the development of our CSR Policy has been a fundamental element of our business plan since ACS was founded in May 2008.

Our overall goal is to attain the highest standards of responsible business operations. We aim to achieve our objectives in a caring and responsible manner by recognising the economic, social and environmental impacts of our activities.

To achieve a positive effect on our society careful consideration has been given towards human rights including the environment and local community in which we operate.

To strive for continuous improvement in our CSR performance this Policy is reviewed and updated annually by our Commercial Director, Harry Stevenson. This ensures our business activities and those of our suppliers are being undertaken in a socially and environmentally responsible manner.

The purpose of our Policy is to highlight the five key principles of corporate social responsibility we concentrate our efforts on, these are as follows:-

## Charity

Each year we partner with a chosen charity and donate 10p for every order we receive. Our employees and Directors also make donations every month directly from their salaries and various fund raising events are carried out throughout the year.

To date we have raised over £63,000 for the following charities:-

- 2013 - £8,026.44 for the music therapy charity Nordoff Robins.
- 2014 - £18,289.50 for the blood cancer charity Anthony Nolan.
- 2015 – £15,859.89 for the Bone Cancer Research Trust.
- 2016 - £10,600.00 for the Yorkshire Children’s Trust.
- 2017 - £11,309.05 for the BBC’s Children in Need.

This year our chosen charity is the Roy Castle Lung Cancer Foundation and ACS aim to raise £20,000.

## Community

We already add significantly to the lives of individuals in our region and are committed to developing people by investing in the community we work.

Working closely with a local care home, Mill View, we planned and designed their garden to make life for the residents more enjoyable so they could sit and relax, but where they could also work and help to maintain the garden.

A number of ACS employees volunteered to work on the garden and this involved heavy lifting, cutting down over grown hedges, weeding and the removal of tree roots. They also put forward several ideas for the new design and we had some great support from local gardening businesses who kindly donated various items and equipment to help us complete the project.

# Corporate Social Responsibility

## Policy & Processes



Throughout our region we have engaged with many schools by donating unsaleable stationery stock and recently provided a local primary school with £1,000 worth of coloured card to use in their arts and crafts activities.

### Employee Engagement

Due to our continuing success in securing various contract and framework agreements we have created several apprenticeship opportunities for those seeking a head start in the workplace. Our apprenticeship programme commenced in 2015 and has provided 15 young individuals with the opportunity to gain real work experience at the same time as earning a salary and studying for a qualification.

Many apprentices have progressed to become integral members of the ACS business. Ryan Earnshaw began his working life with ACS in 2015 as an apprentice and now works as our web developer. He has re-built all our company websites, launched bespoke websites, created a number of apps, built weekly e-mails and has worked closely with our marketing team with regards to the digital marketing they produce.

Last year he moved to Seattle, the nature of his employment with ACS permits Ryan to be situated anywhere in the world. In order to carry out his role effectively Ryan works flexibly, starting his working day at 6.00 am so he can work directly with our Marketing Department via Skype.

### Environment

Our business practices and performance are regularly reviewed, we take all reasonable steps to manage our operations and minimise any environmental impact.

ACS selects products that meet the needs of an organisation which have verifiable and sustainable credentials. We continually work with our suppliers to ensure they demonstrate responsibility in reducing the environmental impact of their products. ACS manages its range to make certain they do not cause unacceptable environmental damage through the receipt, storage, use or disposal phases.

### Responsible Business

We seek to secure relationships and partnerships with suppliers who conduct their operations and buying practices in line with Fair Trade principles and the Modern Slavery Act 2015.

To ensure ethical trading across our supply chain we check and assess the profile of every new supplier and only work with those organisations who can demonstrate a clear commitment to ethical trading. To sustain these high standards we consistently audit and re-evaluate them quarterly and annually through supplier reviews and KPI monitoring.

This policy statement is approved by our Commercial Director, Harry Stevenson, who is responsible for corporate social responsibility matters.

Harry is contactable via: [harry.stevenson@acsgroup.co.uk](mailto:harry.stevenson@acsgroup.co.uk)

