

# Policy on Corporate Social Responsibility



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## Document purpose and scope

This document sets out the Corporate Social Responsibility policy of JBA Group Limited and its subsidiary operating companies, collectively known as 'JBA'. It covers activities undertaken by the Group throughout all its office locations and operations worldwide.

This document will be reviewed for continued suitability, will be communicated within the JBA Group and, if appropriate, made available to interested parties. The review interval for this document is 2 years.

## Policy statement

The JBA Group is committed to meeting its social, economic and environmental responsibilities and recognises that doing so is integral to the long term success of the business. In order to achieve this commitment, we will work hard to find a balance between the financial sustainability of JBA as a business against wider ethical responsibilities.

We will comply with all legislation, standards, statutory and other obligations, client policies and best practice where required, reasonably possible and relevant to our activities and the jurisdictions in which we operate.

## Purpose

This policy aims to support JBA as a socially and environmentally responsible company, with financial stability that protects our employees, provides value to our clients and actively engages with stakeholders. Our wider aim through the operations that we undertake is to have a positive impact on communities and the environment.

## Responsibilities

The JBA Group Board is responsible for reviewing and approving the content and implementation of this policy and will assist each operating company by refreshing and reinforcing this policy via application, guidance and monitoring where appropriate.

Operating Company Directors and Heads of Group Support Team are responsible for having an awareness of the social and environmental impacts of our operations and taking appropriate measures to help their staff act in compliance with this policy. Overall compliance with the requirements of this policy is the responsibility of each operating company within the Group. The managing director of each operating company will ensure their company's adherence to this policy.

Line managers are required to check that their staff are aware of this policy and any associated guidance.

All staff are required to comply with the policy requirements and share responsibility for our performance in implementing it.

## Implementation

We support initiatives to promote environmental sustainability, social inclusion, and diversity through our business culture, financial donations and use of staff time and company resources. The financial and mentoring support we provide to the JBA Trust ([www.jbatrust.org](http://www.jbatrust.org)), our apprentices and trainees and other organisations helps to develop skills and deliver better outcomes in education and natural hazard research.

We pay all our permanent staff above the legal minimum wage and the Living Wage or its equivalent in the countries we operate in. We also encourage our suppliers do the same.

We consider the social, economic and environmental aspects of our business decisions in accordance with our [Environmental](#) and [Sustainability](#) policies and operate in a way that guards against unfair business practice.

We operate in accordance with our [Well-being](#), [Equality, Diversity and Inclusion](#), [Working Hours](#), [Dignity at Work](#) and [Training and Professional Development](#) policies to ensure all current and potential employees are treated fairly

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and with respect. This includes promoting a working environment that is free from discrimination, bullying or harassment; offering remuneration packages with equal pay and opportunities regardless of gender that accurately reflect qualifications and experience; and providing training opportunities, apprenticeships and work placements.

We do not use slave, illegal child or forced labour (including human trafficking) either directly or through our supply chain and record the actions we have taken to avoid this in our [Statement on Modern Slavery and Human Trafficking](#).

We provide and maintain a clean, healthy and safe working environment and operate in accordance with our OHSAS certified health and safety management system and our [Health and Safety](#) policy statement.

We operate in an open and honest way with stakeholders, including our clients and suppliers. We maintain a Gift Log and a Bribery and Corruption Risk Register and, in accordance with our [Anti Bribery and Corruption](#) and our [Avoiding Anti-Competitive Behaviour](#) policies, apply a zero tolerance approach to acts of bid-rigging, mis-selling, bribery or corruption by any of our employees, business partners or agents working on our behalf.

We seek and respond to the opinions of our employees and clients, and respond to any complaints in accordance with our procedures.

Our contracts with suppliers clearly set out the agreed terms and conditions and we encourage suppliers to adopt responsible business policies for mutual benefit including improving local labour standards and environmental management in the supply chain. In accordance with our [Procurement Policy](#) we pay our suppliers in a timely fashion and operate in accordance with the Prompt Payment Code wherever possible.

We seek to protect the environment by operating in accordance with our ISO 14001 certified environmental management system and [Environmental Policy](#).

We acknowledge the value of local communities and aim to build positive relationships wherever possible. We seek to make a positive contribution through the services we provide and encourage participation, interaction and engagement. We recognise the environmental and social benefits of using local suppliers to support our offices.

## Approval

This document was approved by the Board of JBA Group Limited on 15/02/2018.

**Executive Chairman**

**JBA Group**

