

Corporate and Social Responsibility Policy

Introduction to Corporate Social Responsibility (CSR)

CSR refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Businesses should meet, and aim to exceed any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

CH Simple Design Ltd are committed to ensuring that any business undertakings are conducted as ethically as possible by following the below policy.

Who we are and what we do

We care about the **world** we live in; we will work with **you** to build projects to enhance their capacity to improve and positively impact communities.

We aim to exceed **your** expectations and deliver **our** best throughout the project's life cycle, from design to execution.

We believe in a culture of care, from our team's physical and mental health to the extended community of stakeholders in the project. In this way, we deliver fantastic projects consistently.

Looking after Employees

We want to look after our employees the best we can. There are various policies that have been put in place and listed in the employee handbook. Key items are shown as follows;

- We have Equal Opportunities as per the Human Rights Act 2010 and in line with the Modern Slavery Act 2015
- We have health and safety policies, procedures and training in place.
- We have Staff training, appraisals and personal development portal schedules.
- We have twice a day briefing to communicate with staff.
- All staffs are paid correctly and on time and exceed the National Minimum Wage. Our employees get 5% company pension, and entitled to paid training courses and paid study leaves.
- We have an employee handbook that the schedules of HR issues are dealt with appropriately.
- We offer flexible working and remote working from home to suit the individual's need.

Looking after Customers

It is so important to look after our customers and make sure that they have a positive and lasting impression of CH Simple Design Ltd.

- We always deliver within the agreed deadlines and making sure we communicate with the clients throughout the process. We also coordinate information with all parties involved to ensure the project is delivered on time and within budget.
- We always follow what is required according to CDM 2015 and communicating any potential risks with the teams and also trying to minimize the risks where we can to ensure the safety of all parties involved. We have a quality control process that checks the design process as well as deliverables to ensure the quality of our services.
- We always keep the clients up to date with the process. Firstly, we explain what we will be delivering via e-mails and phone. We then explain further when we meet them during the site visit. Then we will communicate with the clients throughout the deliverable period. We also have a policy of maximum 48 hrs responses for all site queries.

Suppliers' Standards

It is vital to ensure that we use good suppliers and maintain a good working relationship with them. In this section, we show the standard of how we select the suppliers:

- Our supplies are inline with Modern Slavery Act 2015.
- Our suppliers operate in line with the Bribery Act 2010.
- 90% of our suppliers are local suppliers.
- We always paying your suppliers properly and withn 5 days or invoices.
- We encourage our suppliers to have a CSR policy in place. 50% of our supplies works with local communities.
- We are committed to clear communication with suppliers.

Protecting the Environment

CH Simple Design Ltd is committed to reducing the environment impact that our business activities may have. Key ares that we have been working to reduce the impact as shown as = following:

- All our computer equipments are second-hand computer to reduce the waste. 80% of our waste are plastic free and recyclable. 80% of our works are done digitally to reduce the paper waste. Our current electricity supplier is from 100% renewable energy.
- We measure water usage to ensure minimum wastage.
- All our marketing materials are made from recyclable materials.
- We encouraging greener transport by doing the following:
 - Encourage staff to walk, cycle, car share or use public transport to get to work if possible.
 - Encourage staff to use greener fuels in their personal vehicles if possible.
 - No company cars, we only travel with public transport or geen fuel taxi.

Community Engagement

We are actively looking for opportunities to support local communities. 20% of our projects are with local communities and non for profit organisation. Keys items are as follows;

- We sponse Prevent for the youth cryber crimes.
- We give a discount rate for any community projects
- We volunteer 10% of our time in supporting education projects.
- We support the surrounding community by employing local people.

Measurement

We measure our activies by ensuring our involvements in the community projects to be no less than 20%. We are also trying actively doing social media campaign to spread the news. The target is reviewed quarterly.

We also have timesheet logs to monitor our volunteering time. It is also reviewly quarterly to see if we can do better.

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