



cull
micro imaging



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Corporate Responsibility Policy

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1. Introduction

This document sets out the company's approach to the responsibilities it has for its staff, its partners and clients, and for the community and environment in which it operates. It provides an overview of our corporate responsibilities, some of which are detailed in other documents.

Underpinning all our activities is our recognition of the unique and important contribution made by every individual person with whom we involve ourselves, to our work, to their own organisations and to the wider community. We welcome human diversity in all its forms and see diversity as a broad concept which embraces everyone. In all our dealings with clients, partners, associates and the wider community, we seek both to welcome and transcend difference and to take any necessary steps to provide equality of access and opportunity.

Our responsibilities towards our staff include:

- 🌀 care for their learning and development
- 🌀 care for their health, safety and well being

Our responsibilities towards our partners and clients include:

- 🌀 protection of rights to confidentiality in relation to information
- 🌀 our business ethics

Our responsibilities towards our community and the environment include:

- 🌀 our voluntary contributions including public service
- 🌀 our care for the environment locally and globally

This document incorporates our statement on the following areas of policy:

- 🌀 Equality and diversity
- 🌀 Learning and development
- 🌀 Health and safety
- 🌀 Confidentiality and data protection
- 🌀 Business ethics
- 🌀 Corporate social responsibility
- 🌀 Care for the environment

2. Equality and diversity

We welcome human diversity in all its forms and see diversity as a broad concept which embraces everyone. In all our dealings with clients, partners, associates and the wider community, we seek both to welcome and transcend difference and to take any necessary steps to provide equality of access and opportunity. We recognise that many people face discrimination and we aim to overcome this in all aspects of our work by ensuring that staff and anyone else acting on our behalf are aware and trained in diversity and equality issues using our publicity materials to let people know about our intentions providing access to our services including our website and printed materials for people who have special access needs monitoring and reviewing our progress towards equal access and embracing diversity regularly as part of our business planning process

3. Learning and development

We regard ourselves as a learning organisation and we encourage learning in ourselves, our colleagues and our clients as part of the process of working together. Our workforce development plan is an important part of our regular business planning process and, where appropriate, we aim to equip our clients with the necessary skills and knowledge to continue the work we have begun with them once our role has ended. Within our company learning takes the following forms:

- 🌀 Learning on the job through mentoring, reading and internet research
- 🌀 Having an adventurous approach to new work: taking on challenges which enable us to continue to develop our knowledge
- 🌀 Attendance at training courses, seminars and conferences

4. Health and safety

Our approach to health and safety has the following elements:

- 🌀 Awareness and audit of hazards within the office environment

- 🌀 Adoption of working practices to prevent injury and ill health, both physical and mental
- 🌀 Personal safety when working outside the office

5. Confidentiality and data protection

Our approach to confidentiality covers all information about personnel, partner and client organisations which we hold in any format, including written, electronic and informal. All staff are bound by a strict confidentiality agreement which forbids releasing it to third parties.

We have registered with the Information Commissioner's Office under the Data Protection Act 1998. This commits us to adhere to the principles of data protection. Personal information must be:

- 🌀 Fairly and lawfully processed
- 🌀 Processed for specified purposes
- 🌀 Adequate, relevant and not excessive
- 🌀 Accurate, and where necessary, kept up to date
- 🌀 Not kept for longer than is necessary
- 🌀 Processed in line with the rights of the individual
- 🌀 Kept secure
- 🌀 Not transferred to countries outside the European Economic Area unless there is adequate protection for the information

6. Business ethics

Our business ethics are based upon the principles of transparency, fairness, honesty and understanding.

Transparency: Do I mind others knowing what I have decided?

Fairness: Would my decision be considered fair by those affected?

Effect: Who does my decision affect or hurt?

We undertake to:

- 🌀 honour commitments and undertakings to clients and partners including responding promptly to requests for information, meeting agreed deadlines for supply of solutions and services

- ② maintain up to date accurate business and financial records
- ② obtain and maintain sufficient insurance cover for professional indemnity and third party liabilities so that no client or partner may be disadvantaged by association with our company
- ② seek opportunities to collaborate with partners for mutual benefit where this does not conflict with open and competitive tendering and supply principles

7. Corporate social responsibility

Our contributions to our community involve setting our charges for voluntary and community organisations at a discounted rate. In an industry that outsources particular tasks overseas we have made a concerted effort to keep these jobs within the UK for local people.

8. Environmental responsibility

We care for the environment locally and globally. Our care for the environment locally and globally means that we aim to maintain and enhance the environment in which we live and work:

- ② by reducing dependence on non renewable resources
- ② by reducing waste through re-cycling
- ② by making the most productive and efficient use of resources
- ② by taking environmental considerations into account in the contracts we seek and the clients we engage with
- ② by working with partners and suppliers to maximise recycling and minimise use of resources.

We review the extent to which we need to make car journeys and the use of alternatives which are actively encouraged.

We will review our environmental commitments regularly and will commission an environmental audit in relation to the ISO 1400 standard during the financial year April 2008 to March 2009.