



CORPORATE AND SOCIAL RESPONSIBILITY POLICY

Our Core Values:

Our business behaviour is governed by our core values of honesty, responsibility, efficiency, passion and entrepreneurship

Values:

Our values are the basis of our thinking and the way we act. They:

- make it possible to conduct our business and decide quickly and efficiently with the least possible level of bureaucracy
- determine the way we do business, the way we work together and the way we want to be perceived by our surroundings

Our values are:

Honesty

We are honest by being true to ourselves and approach our surroundings in the same way. We keep a keen eye on detecting difficulties.

Responsibility

We are responsible when acting with respect for the interests of all our stakeholders in mind. We are at all times accountable for our actions.

Efficiency

We are efficient by taking the necessary time to do our homework properly as thorough preparation takes us a big step towards our goals. Once the decision has been taken, we execute fast and communicate accurately.

Passion

We are passionate by believing and taking pride in what we do. We influence our surroundings internally as well as externally with energy that shows we care about our job, co-workers and customers.

Entrepreneurship

We are entrepreneurial by constantly seeking new opportunities and ways to improve and succeed.

The Policy

- We recognise that our social, economic and environmental responsibilities to our 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.
- The Board of Directors is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. However the responsibility for our performance to this policy rests with **all** employees throughout the company.

Our partnership focus:

BR Testing is focused on improving the quality of life within our local and wider communities. Integration between BR Testing employees and local action/charity groups is actively promoted, along with a broader perspective on our daily actions – business and personal.

The partnership focus pledge -

- We shall strive to improve our environmental performance through implementation of our Sustainable Development Plan and Environmental policies
- We shall ensure a high level of business performance while minimising and effectively managing risk.
- We shall encourage dialogue with local communities for mutual benefit.
- We will register and resolve customer complaints in accordance with our published customer service and complaints procedures.
- We shall support and encourage our employees to help local community organisations and activities in our region.
- We shall operate an equal opportunities policy for all present and potential future employees

- We will offer our employees clear and fair terms of employment and provide resources to enable their continual development
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement
- We shall provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment
- We shall provide, and strive to maintain, a clean, healthy and safe working environment
- We shall uphold the values of honesty, partnership and fairness in our relationships with stakeholders
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship
- We will operate in a way that safeguards against unfair business practices
- We shall encourage suppliers and contractors to adopt responsible business policies and practices for mutual benefit

The Plan

As part of the CSR (Corporate Social Responsibility) Policy BR Testing pledges to adhere to a structured Action Plan.

This Action Plan will be formulated after open meetings with employees, board members, suppliers and customers.

Action	Benefit	Expected Timescale to completion
Achieve Carbon Neutrality – through carbon offsetting and carbon reduction processes	Becoming a Zero-Carbon company will reduce the impact of our business on the environment, and	Short *
Business in the Community – Become a member of this respected charitable scheme	Prove our commitment to being responsible for our company in the workplace, community, marketplace and environment	Medium *
Charitable Work – Promotion of annual charitable event (fundraiser) to all staff and Directors. All funds raised by members of staff will be matched by BR Testing.	This will benefit our nominated charity through financial gain and increased exposure. Events already completed by BR Testing staff include – UK 3 Peaks 24 hr Challenge	Ongoing

	(Sparks) Great North Run (Alzheimers Society) Paras 10 (Help for Heroes)	
Local Community Work	Work with local media to promote good business practices and our Corporate Social Responsibility message to our neighbours in the local community.	Ongoing
Work to ISO 26000 best practices - ISO 26000 is an ISO International Standard giving guidance on Social Responsibility	ISO 26000 both adds value to existing work on social responsibility (SR) and extends the understanding and implementation of SR.	Medium * (Ongoing)

Timescales confirmed

Short term - Within 6 months

Medium term - Within 6 months to 2 years

Long term - Within 2 – 5 years

Review

- The BR Testing Corporate Social Responsibility Policy and Action Plan will be reviewed on a 6 monthly basis, and verified by Matthew Ratcliff (Company Director and Quality Manager).

This Corporate Social Responsibility Policy and Action Plan has been formulated by identifying areas of improvement, as well as adhering to the Environmental , Ethical and Health and Safety policies and action plans already in place.

M Ratcliff

September 2010