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Corporate Social Responsibility Policy

Version 1.4

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Version History			
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Purpose

This document defines the Corporate Social Responsibility (CSR) policy of Quint Group Limited (“Quint Group,” “the “Group”). Quint 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 Group.

This policy provides a guide for Quint Group to operate as a socially and environmentally responsible company, while providing financial stability that protects our employees, and provides value to our clients and stakeholders.

Quint Group operates in a wider ecosystem of local, national and international interests, and our aim is to have a positive impact on the communities and environment in which we function.

Scope

This policy covers Quint Group and its subsidiary operating companies. It covers activities undertaken by the Group throughout all its office locations and operations worldwide.

Quint Group will act to promote our identity as a socially aware and responsible business. Management must communicate this policy to all levels within the business and managers are responsible for resolving any CSR issues.

This policy will be reviewed for continued suitability, will be communicated within the Group, and where appropriate, made available to interested parties. The review interval for this document is every 1 year.

Implementation

Quint Group aims to operate as a responsible business that meets the highest standards of ethics and professionalism and seeks to integrate the consideration and thoughtful management of CSR issues within three categories: Business Practices, Charity and Community, and Environmental Preservation.

Business Practices refers to how we operate CSR principles in accordance with legal and regulatory requirements and promotes the Group’s initiatives in relation to ethics and employee wellbeing. Charity and Community covers social commitments of the Group through charity work and fundraising efforts within the local communities in which the Group operates. Environmental Preservation outlines the Group’s commitment to supporting practices that promote environmental preservation and sustainability

Employee Development

We actively invest in the learning and development of our greatest asset, our employees. As such, the Group is committed to providing all employees the opportunity to train and grow through internal and external training.

- We consider all requests for course sponsorship from every employee who would like to develop his or her skills.
- We are committed to career progression through external training and qualifications.
- We offer a CPD management system to support employee development and training.
- We have invested in a new eLearning system **IQ** which is available to all employees.
- **IQ** is learning management system. It is a platform used for all our FCA regulatory training and is also a content library for all relevant information for our employees.
- Quint Group actively encourages apprenticeship schemes and has a successful program.

Operational Improvement

Quint Group is open to suggestions and listens carefully to employee ideas. Our company will seek ways to continuously improve the way in which it operates, to increase productivity, improve quality, lower costs, decrease delivery times and improve employee engagement and morale.

- Our people are constantly encouraged to innovate and suggest ways of working and ideas, which may improve our business practices.
- Senior leaders meet on a quarterly basis to share success stories and challenges and identify ways in which things can be improved through the use of OKRs – Objectives and Key Results.
- Conduct Pulse Surveys to get employee feedback and understand where we can improve, support and offer assistance. This is conducted through IQ
- We operate 360 feedback sessions that provide employees with a clear way of obtaining feedback on performance, suggest ways of improvement and support personal development.
- Recently introduced a Green Team to the business to ensure we are doing everything we can to recycle and look after our environment. We work closely with Alderley Park Logistic and Waste Management Team. Alderley Park have a waste management policy which they have shared with us.
- Alderley Park are also introducing some elements of chemical free cleaning.
- The lights in the building also go off so they are energy efficient.
- Quint Group are working towards becoming a paperless office.

Wellbeing

We believe that workplace wellbeing refers to the mental, psychological or emotional aspect of an employee's life. Management takes employee wellbeing seriously, and promotes employee health, satisfaction, and professional development as an effective approach in strengthening our business performance.

The Group promotes several wellness initiatives designed to boost the health and wellbeing of our employees with the aim of improving morale, improving performance, enhancing engagement, and reducing attrition. The Group offers a substantial range of employee benefits, initiatives, support and enhancements which are outlined in our Employee Handbook which also now includes a Menopause policy.

Quint have also invested in some of our employees becoming Mental Health First Aiders who are available for employees to speak to if they need to, also offering further support if required from an external resource.

The group actively promotes Mental Health Awareness week and World Mental Health Day and other initiatives related to this via our IQ platform and other communication and events in the office. There is a full learn list on IQ which sign posts further help and support.

Charity and Community

Quint Group is committed to giving back to charity and local communities. The Charity Team implements fundraising targets, charitable initiatives and events each year, with 100% of funds raised, donated to the Group's nominated charities.

Our business may also preserve a budget to make monetary donations. These donations will aim to:

- Advance the arts, education and community events
- Support and help those people in need in the local community.

Charity Team

Each year at Quint Group, employees volunteer to form a Charity Team. The Charity Team enact the Group's philosophy outlined within this policy by arranging both individual and group-wide initiatives for all employees. These initiatives may include fundraisers, volunteering, skill sharing, placements and support.

We aim to have a team member from each department in order to enhance communication and collaboration across the business, while ensuring equal rights and opportunities for all employees.

Community Support

Our company initiates and supports local community investment and educational programs and works with organisations or charities who support local people who need help to find employment.

Quint Group may provide support to non-profit organisations to promote cultural and economic development of local communities and global causes. We publish local and regional press releases promoting our initiatives and providing valuable exposure for our charities.

Aside from volunteering and providing skills and time to the community, Quint Group seeks to encourage third parties and partners to adopt the Group's CSR Policy philosophy and approach.

Volunteering

Our company encourages employees to volunteer, through programs organised internally or externally of the Group and allows all employees half a day to volunteer for a local charity.

Environmental Preservation

Apart from legal obligations, our company seeks to protect the environment throughout business operations. Relevant activities include:

- Recycling – batteries, paper, cardboard, plastics, and tins within the office environment.
- Car share incentives – this is being introduced by Alderley Park as employees return to the office full time following Covid.
- Conserving energy.
- Support and work with environmental charities or businesses that focus on sustainability.
- Using environmentally friendly technologies.
- Using less paper by leveraging technology. We are working towards a paperless office as the majority of documents are now online.
- Paperless payroll and expenses.
- Appropriate disposal of harmful waste such as used batteries.
- Recycling of larger items such as furniture and office equipment via Alderley Park Waste and Logistics Department who work with a local charity.

Sustainability

Quint Group recognises the urgent need to protect the natural environment, and preserving a clean, unpolluted environment for future generations. We follow best practices when disposing of waste and when using chemical substances, and support emission reduction by employee car sharing or cycling to work initiatives. Redundant technology hardware is donated to local companies and schools in need, via Bruntwood.

We provide green bins throughout the office for recycling and have specific confidential waste bins throughout the office. We encourage the use of online communication technology (e.g., video conference) wherever possible instead of travelling which contributes to emissions.