

**CJ Property Cleaning LTD**

**Policy Document**

**Corporate Social Responsibility Policy**

**27.11.2020**



## Our Corporate Social Responsibility Policy

CJ Property Cleaning strives to be a good corporate citizen. Through its managers and through its people, CJ Property Cleaning is committed to promoting protection of the environment; supporting charities and local communities; promoting equal opportunities; ensuring safe and efficient working practices; and working with suppliers who uphold similar values.

### People

CJ Property Cleaning recognises that our people are our greatest asset and key to continued growth and success and as such, we are committed to providing careers and working environments in which our people can achieve to their fullest potential.

CJ Property Cleaning has a commitment to keeping employees informed of company affairs through news circulars and regular staff meetings.

Employees are encouraged to discuss operational issues with their line management and to suggest ways to improve performance and efficiency.

Developing future talent is fundamental to CJ Property Cleaning. We provide full visibility of our customer facing staff, including their levels of training and experience to our customers and prospective customers.

CJ Property Cleaning:

- Provides clear and fair terms of employment for its employees
- Provides clean, healthy and safe working conditions
- Has a fair remuneration policy everywhere we operate
- Strives for equal opportunities for all present and potential employees
- Encourages employees to develop skills and progress in their careers
- Does not employ underage staff
- Encouraging a harmonious working environment with zero tolerance to bullying or to any form of harassment linked to an individual's sex or other personal characteristics.

### Equal Opportunities

CJ Property Cleaning is committed to a policy of equal opportunity and diversity in employment and recognises that this is essential to ensuring the success and growth of the organisation. To this end, CJ Property Cleaning

makes every effort to select, recruit, train and promote the best candidates based on suitability for the job; to treat all employees and applicants fairly, regardless of race, sex, marital status, age, nationality, ethnic origin, religious belief, sexual orientation or disability; and to ensure that no employee suffers harassment or intimidation.

### **Disabled Employees**

It is the policy of CJ Property Cleaning to provide employment and to make reasonable adjustment to accommodate disabled persons wherever business requirements will allow and if applications for employment are received from suitable individuals. Should an existing employee become disabled, every reasonable effort will be made to ensure that their employment with CJ Property Cleaning can continue on a worthwhile basis and that career opportunities are available to them.

### **Health, Safety and Welfare at Work**

The health and safety, welfare and wellbeing of employees is of paramount importance to CJ Property Cleaning. It is the policy of CJ Property Cleaning to create and improve standards of Health and Safety, which will lead to the avoidance and reduction of risks and to ensure that the company complies with all Health and Safety legislation.

Health & Safety and Fire officers actively implement CJ Property Cleaning's policies, standards and procedures.

CJ Property Cleaning makes every reasonable and practicable effort to provide safe and healthy working conditions. It is the duty of all employees to exercise responsibility and to do everything they can to prevent injury to themselves and to others. The policy standards and procedures are communicated to employees through contracts of employment, staff hand books, operating manuals and staff training as appropriate.

Employees throughout CJ Property Cleaning are eligible to participate in a range of lifestyle and wellbeing benefits, including:

- Workplace Charitable Giving;
- Child Care Voucher scheme;

### **Environmental Issues**

Environmental savings make good business sense. Our primary objective is to minimise our carbon footprint and any negative impact we may have on the environment. CJ Property Cleaning is committed to the following:

- To meet or exceed the requirements of relevant legislative, regulatory and environmental codes of practice

- To identify, reduce and dispose of waste arising from our operations in a manner that minimises harm to the environment and prevents pollution of land, air and water
- To reduce the consumption of energy and water and use renewable and/or recyclable resources wherever practicable
- To encourage our suppliers and subcontractors to implement good environmental practices and procedures which support our own objectives and targets
- To take responsibility for the maintenance and revision of our environmental policy, which is reviewed on a regular basis, in order to set environmental objectives and targets for continuous improvement, as we recognise the need for sustainable development.

## Suppliers

### CJ Property Cleaning:

- Seeks to be honest and fair in our relationships with suppliers and subcontractors
- Pays suppliers and subcontractors in accordance with agreed terms
- Has a policy not to offer, pay or accept bribes or substantial favours
- Encourages suppliers and subcontractors to abide by the same standards and principles.