



Social Responsibility Policy and Procedure

Approved by: Director

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Table of Contents

1. Introduction/Overview	3
2. Scope	3
3. Responsibilities	3
4. Our Team	3
5. Our Customers	3
6. Our Suppliers	4
7. Protecting The environment	4
8. Community Engagement	4

1. Introduction/Overview

Abaco(UK) Limited is committed to conducting business in an ethical and honest manner. We believe that everyone should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.

The company values the wellbeing, health and safety of its employees, contractors and clients. We are committed to reducing our environmental impact and continually improving our environmental performance.

Abaco(UK) Limited values engaging with the local community.

2. Scope

This policy applies to all Abaco(UK) Limited employees whose place of work is 3 Queens Road, Reading, Berkshire, RG1 4AR. Where employees work remotely but come under this management structure, this policy will apply.

This policy does not form part of a contract of employment and the Company may amend or depart from it without the consent of employees at any time.

3. Responsibilities

The Director is responsible for ensuring the social responsibility policy. In order to implement this, they will:

- Communicate the policy to employees, suppliers, customers and relevant others;
- Identify specific duties and allocate staff in respect of implementing social responsibilities;
- Ensure adequate resources are made available to fulfil the objectives of the policy;

4. Our Team

- Equality Act 2010: Abaco(UK) Limited is committed to promoting equal opportunities for everyone in the provision of services and the employment of staff regardless of gender, marital or parental status, ethnic or national origin, sexual orientation, religious belief, political affiliation, age or disability;
- Health & Safety at Work Act 1974: Abaco(UK) Limited recognises the company's health and safety duty of care to its staff, contractors and customers;
- Employees have regular training and appraisals to facilitate personal development;
- All staff are expected to conduct themselves in a professional and considerate manner at all times. Abaco(UK) Limited will not tolerate any form of bullying; displays of offensive material e.g. pornography or racist cartoons; or persistent rudeness;
- Abaco(UK) Limited actively encourages employee participation in the workplace, in suggesting ideas, improvements and contributing to the development of the company;

5. Our Customers

- Abaco(UK) Limited Ltd looks for continual improvement of their services for improved customer satisfaction;
- We recognise the importance of effective communication and we outline how information is to be communicated with both internal and external parties;
- Bribery Act 2010: Abaco(UK) Limited will not accept or make any form of facilitation payment of any nature.

6. Our Suppliers

- Modern Slavery Act 2015: Abaco(UK) Limited's supplier contractual terms require suppliers to comply with, or be working towards compliance with the provisions of this act;
- Abaco(UK) Limited proactively look to use local contractors or suppliers where possible;
- Bribery Act 2010: Abaco(UK) Limited will not accept or make any form of facilitation payment of any nature;
- Abaco(UK) Limited are committed to paying its suppliers properly and on time;

7. Protecting The environment

- Working largely in the renewables sector, reducing environmental impact is integral to Abaco(UK) Limited's business strategy.
- We will comply with all relevant environmental regulations.
- As the employees working mainly from home we ask that they evaluate the environmental impact of any new products to be purchased e.g. energy consumption;
- Cleaning products are used which have a reduced environmental impact;
- Alternatives to travel e.g. email, phone and video conferencing are promoted at Abaco(UK) Limited;
- As far as possible, employees are encouraged to travel to work by bicycle, foot or public transport where working in the office;

8. Community Engagement

- We encourage employees to take part in events and initiatives with the local community e.g. educational talks at local schools;
- Abaco(UK) Limited provides part-time work for local students.