

**PROJECT SOLUTIONS
CORPORATE RESPONSIBILITY (CSR) POLICY**



**PROJECT
SOLUTIONS**

Unit E

26 Sir Alfred Owen Way

Pontygwindy Industrial Estate

Caerphilly

CF83 3HU

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Introduction

As a company we recognise our responsibility to the environment and to our local communities in which we work and with which we do business. The company actively encourages our staff to identify those responsibilities and behave in a responsible manner toward the society in which we function. We regard the setting of good example as an important practice in this regard. Below are a few examples of how our company and our staff have shown their commitment to practice responsible corporate behaviour and to establish and support initiatives in our office.

Environment

We fully recognise our responsibility to manage the impact of our activities on the environment and are committed to good environmental practice. Our Environmental Management System is certified to ISO 14001 and we set objectives and targets annually.

Our employees undergo mandatory and ongoing training in environmental awareness. Full time, in-house advisors provide assistance and guidance in environmental matters, including the widespread use of environmental opportunity and risk assessments on all projects.

Waste management is of the utmost importance. To divert waste away from landfill we operate a Reduce, Reuse, recycle hierarchy, starting with careful selection, ordering and use of materials. We are committed to the development of our environmental key performance indicators and the fulfilment of our waste minimisation strategy.

We are taking steps to monitor our carbon emissions and are already measuring some sources of CO₂ emissions that are easily quantified, including:

- Electricity and gas usage in offices
- Fuel usage
- Use and methods of transport

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Community Involvement

Project Solutions considers its role in local communities to be an integral part of the business and we are proud of the communities we both live and work in.

Our Head Office in Caerphilly, South Wales, actively seeks to:

- Employ local people and utilise local subcontractors and suppliers,
- Become involved with local business and professional forums,
- Support local charities and events,
- Build relationships with local schools and educational establishments.

We provide financial support to selected local causes and we encourage employees to become actively involved in fundraising for charities chosen on a local or personal level.

We offer work experience placements for students from local schools to aid their transition into the working environment.

Project Solutions is committed to balancing the company's economic sustainability alongside its social and environmental responsibilities. Our respect for people encompasses treatment of our own employees, our interaction with the communities in which we operate, and our management of the relationships within our supply chain.

Equally fundamental is the care we take as a business, to nurture and protect the natural environment. This means not just managing the environmental impact of our projects but also the steps we take as an ethical business to minimise the effect of our day-to-day activities such as the use of natural resources and management of waste.

Our established systems manage our activities and continually assess the consequences of our actions. Our integrated management system is certified to ISO 14001 and ISO 9001 and we are currently working toward OHSAS 18001.

This policy is the direct responsibility of the Managing Director and will be reviewed at least annually. Objectives and key performance indicators will be set at appropriate levels for the areas that fall within the policy.

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Health and Safety

The Management of health and safety is a top-level commitment fundamental to the company's operation.

The Director responsible for the health and safety policy is the Managing Director.

Our policy arrangements are supported by a management system which is of the same standard as OHSAS 18001 and aims to protect all employees and anyone else that may be affected by our activities.

Training on health and safety is provided for management and employees to a syllabus in line with that approved by the Construction Industry Training Board and other national training organisations to which the company subscribes.

We have a directly employed Health and Safety Manager who provides support and advice to the Management and workforce on maintaining the highest level of health and safety standards.

Performance against specific health and safety objectives and targets is reported annually and includes statistical data on incidents and other key performance indicator criteria. It is the company's aim to maintain these statistics well below the national industry average.

Training and Development

We recognise that people are our most valuable asset and their performance is the key to the quality of service we provide. Through investing in our recruitment, training and development of employees we will retain the best possible talent. We adopt best practice in HR and training and aim to be an employer of choice

To ensure we are all fully prepared to carry out our duties we work to a comprehensive training programme; many of its health, safety and environmental elements are mandatory. All employees have personal development plans covering performance, aspirations, opportunities and training needs.

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Supply Chain

In managing our supply chain, we actively seek to build enduring relationships, adopt a non-adversarial approach and create open and collaborative forms of working that deliver value for our clients and long-term opportunities for our business. It is always our intention to trade reasonably and in full co-operation with our subcontractors and suppliers.

Our aim is to identify competent and like-minded organisations capable of fulfilling our expectations, particularly with regard to health, safety and environmental considerations, and the commitments we make to our clients.

Increasingly we are providing information to our suppliers and subcontractors on our environmental expectations, particularly with regard to waste management. Site visits and other such informal audits of facilities are encouraged to develop a dialogue with suppliers and subcontractors that might further improve collaboration.


Client Satisfaction

Through excellent planning, employing quality people, and a commitment to innovation and value, we understand, meet and exceed the needs and expectations of our clients. A dedicated aftercare team will ensure all clients are supported at the time of practical completion and beyond.

Change History Record

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	DW	10.04.2017
2	Review	DW	05.03.2018
3	Review	DW	02.02.2019
4	Policy Signed	TB	25.02.2020
5	Reviewed	DW	20.11.2020
6	Annual Review	DW	15.11.2021
7	Annual Review	CW	02/11/2023
8	New Logo & Company name	DW	15/05/24

Signed:



Darren Watkins, Managing Director

Date: 15/05/2024

Reference: Corporate Social Responsibility (CSR)

Issue No: 8

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