



# Corporate Social Responsibility Principles

*#CreatingOpportunitiesForABetterTomorrow*

# Corporate Social Responsibility Statement

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Mane is committed to go above and beyond our CSR missions and to drive positive contributions and change to the industries, communities and wider society we are connected to.

Mane believes in conducting business in a manner which achieves sustainable growth whilst demonstrating a high degree of social responsibility. We believe that this approach creates a source of competitive advantage for our business.

Our corporate social responsibility strategy spans 4 key strands:

- Our Employees
- The Environment
- Our Community
- Our Candidates

We work with our clients to ensure that our CSR outcomes are also making a positive contribution to their objectives, so that they can relax in the knowledge that their hiring supply chain is sustainable, ethical and compliant.

We approach CSR as we approach our business in general – in a well-planned, structured, measurable way. We decide which areas to focus on based on input from all our stakeholders – clients, candidates, our own people and suppliers. There is no hierarchy where CSR is concerned – everybody's voice is equal.

Demonstrating our commitment to Corporate Social Responsibility and the Sustainability of our business activities is a course of which we aim to align our business values, purpose and strategy with the social and economic needs of our stakeholders, whilst embedding responsible and ethical business policies and practices into everything we do.

Creating Opportunities for a better tomorrow is what we stand for. It's about doing the best job we can to ensure that the people we employ, those who seek work through us, the companies we supply to and the communities we operate in all benefit.

I am proud of the achievements we have made to date, but we want to go much further than this.

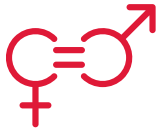
  
CEO  
Mane Contract services



Underpinned by our CSR and Sustainability policy.

# Promoting the Very Best Opportunities and Quality of Life for All of Our People.

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## EQUALITY, DIVERSITY AND INCLUSION

Promoting diversity within our candidate base, can only really be successful if we are a diverse organisation ourselves. Our leadership team averages 50% female and 30% are from ethnic minority communities. There are a range of facilities to ensure that everyone can feel inclusive



## LABOUR RELATIONS

We respect the right of associations, in compliance with local laws. We also respect the right of employees and contractors to form or join the unions and workers' organisations of their choice and to participate in collective negotiations where appropriate. We also have independently run complaints procedures to ensure transparency and an environment where everyone is valued and treated with respect.



## WELLBEING

Mental health is as important as physical health. We invest significant amounts of training and money into this area to ensure we support our people and workers.

We have launched our wellbeing hub 15 months ago on our intranet where staff can access a wide-range of resources, advice and support on wellbeing topics.

We run a well-used and confidential Employee Assistance programme. This coupled with our truly flexible working policy ensures a deep commitment to employee wellbeing.



## TRAINING

Our commitment to training is second to none. We ensure all of our people have access to the resources and support they need to ensure they can develop in their careers. At the same time, we ensure that any contractors we place are also given access to relevant training opportunities, especially those supporting our principles.



## HEALTH & SAFETY

We are responsible for the health and safety of our workers. We identify risks, evaluate them and then remove or mitigate these risks.

We are ISO45001 management system accredited by BSi..

# Promoting the Very Best Opportunities and Quality of Life for Our Candidates.

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## DISABILITY COMMITTED

We understand that those with a disability are able to make as good a contribution to the workplace as anybody. Supporting those with both physical or non-visible disabilities is fundamental to the approach we take.

We are a Disability Committed under the Disability Confident scheme - giving prospective candidates confidence that our recruitment process is inclusive and accessible, anticipating and providing reasonable adjustment, supporting employees who have a disability or long term health condition to enable them to stay in work.



## WORKING HOURS & TRAINING

We expect all of our clients to respect the laws on working hours and have systems in place to monitor these. We are committed to always paying the real living wage to their direct employees, and will never allow any client to pay less than the minimum wage. Workers must be allowed at least one day off in every seven days.



## FAIRNESS AND INCLUSION

We are committed to ensuring that there is equality of opportunity for our own people, as much as we are for our contractors and candidates. We are a meritocracy, but it takes more than that. We support our people to be the best version of themselves that they can be.

This also includes future proofing the STEM sectors we serve by helping to promote this to a wider audience.

We have trained and appointed a number of FIR (Fairness, Inclusion & Respect) Ambassadors who support the Company's mission.

We have also appointed STEM ambassadors. They continue to work with local education and students, as well as our work experience programme with Speakers for Schools.

Underpinning all of this is our equal opportunities policy, anti-bullying policy and complaints procedure. These are not just documents that are periodically dusted down, they are fundamental to the service we offer.



## ARMED FORCES

We hold the Bronze certificate for the Armed Forces Covenant - we are committed to supporting ex-forces and reservists into employment.



## MODERN SLAVERY

We are committed to working with companies who conduct themselves according to the ethical, professional and legal standards that we follow. Human rights are implicitly recognised in everything that we do. Specifically these are covered by the various policies outlined at the end of this booklet.

Workers are not be required to pay recruitment fees or other related fees for their employment. Deductions from wages as a disciplinary measure are not permitted.

We have signed the GLAA Construction Industry Protocol - a joint agreement to eradicate slavery and labour exploitation in the construction industry.



## THE ENVIRONMENT

We minimise our impact on the environment by developed working practices designed to reduce our water and energy consumption.

We expect all of our clients to implement environmental management principles, in order to minimise or avoid altogether any hazardous releases to the environment.

We will not place workers onto sites where there are hazardous substances, unless there is no viable alternative. In this event we will need to see clear evidence of safe handling and disposal.

We have held the ISO 14001 accreditation, audited by BSi, for more than 15 years and continually look at ways to reduce our environmental impact. In the last year we have set a target for our company fleet to be fully electric/hybrid by 2023, and introduced a cycle to work scheme.

We are proud to operate a cycle to work scheme, and are transitioning so that all of our vehicles in the fleet are to be electric. Health, safety, quality and environment (HSQE) are very important to us and is underpinned by our HSQE policy.

# Creating a Better Environment for Future Generations



## CARBON FOOTPRINT

Mane are working towards net zero carbon emissions. All of our suppliers and clients must have stated aims to reduce their carbon footprints too.



## WASTE

We identify, control and ensure the treatment of any waste. Any of our clients and suppliers must also do this by committing to reduce waste generated from their operations and ensure the safe disposal of such in a way that is consistent with best practice.

We work with a number of waste management companies, all Environment Agency registered as waste carriers, to reduce, reuse and recycle as many of the materials we use as possible.

## Proud to be STEM Ambassadors

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At Mane, we are committed to supporting STEM education and diversity, and we are proud to have STEM Ambassadors on our team. We recognize the critical role that STEM fields play in shaping our future, and we believe that everyone should have equal opportunities to contribute to these fields. Our STEM Ambassadors are volunteers who inspire and encourage young people to pursue STEM subjects both at school and as a career. They play an essential role in going into schools, colleges, youth groups, and community groups to act as mentors and provide guidance to young people. They also act as online mentors to continue their support during these unprecedented times.

We strongly believe that diversity is essential in STEM fields. With most STEM fields operating on teamwork, having a wide range of perspectives on the team often makes the difference between success and failure. We acknowledge that there are forces pushing women and girls out of STEM, ranging from the crudely obvious to the insidiously subtle, and we are committed to addressing this issue. The benefits of diversity in STEM are enormous, with teams that have an equal number of men and women generating 41% more revenue, and 85% of big global businesses considering diversity as a critical driver of innovation. With a workforce that is 86% male, we are aware that it is necessary to address diversity in STEM, and we are proud to have STEM Ambassadors who are passionate about encouraging young people, especially women, to pursue STEM careers. We will continue to support their work and promote diversity in STEM education and careers.



# Ensuring Financial Transparency and Ethical Business Practices

## SUPPLIERS

We're only as good as our weakest link, so it is important to us that the entire supply chain we work in is strong. Our supplier code of conduct dictates how those organisations operate when we purchase services or products from them. The predominant objective of our supplier code of conduct is to promote transparency, both financial and social, in the supply chain, with regard to human rights, health and safety and environmental impacts.

## FINANCIAL TRANSPARENCY

We will operate within the laws applicable to each situation. Our accounts are regularly audited and we pay our taxes in the countries in which we operate legal entities. Our financial activities are transparent, ethical, simple and prudent. We expect that our clients and suppliers will have a similar approach.

## COMMUNITY

Our policy on purchasing is such that we will always try to source products in a sustainable way, wherever possible. This may involve selecting 'green' grocery deliveries, sourcing locally, or selecting recycled stationery items.

Our Approach to ethical trading is about respecting the community, it's traditions and ensuring we pay a fair price for products and services that do not cause adverse issues.

## COMPETITION LAW

We act within the principles of fair competition. We will not engage in activity that is not open and transparent, and nor will we hire suppliers through a process that is not visible.

Our anti-corruption and bribery policies are designed to address legislation and best practice to ensuring open and fair competition. This is effective for us as a supplier and purchaser.

## DATA PRIVACY

Data is fundamental to our operations. We maintain the highest levels of security when it comes to data. It is expected (through a contract) that where data is necessarily transferred outside of the organisation, this data will be protected to a similarly high level of standard. This relates to the collection, storage, processing, transmission and sharing of all personal data. Our privacy policy is comprehensive and is strictly adhered to.

## CONFLICT OF INTEREST

A "conflict of interest" exists when an employee's private interests supersede or interfere with his/her professional interests, or when an employee or a close relative might benefit personally from a transaction involving a supplier or client. Neither anyone at Mane, our suppliers or clients should take part in or seek to influence a decision under circumstances that can create an actual or perceived conflict of interest.

## ANTI-BRIBERY

We conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery.

## CHARITY DAYS

We run regular charity days, collecting money or items for our nominated charity partners.

All employees are given days off to volunteer in their local community and our flexible working policy allows for people to give their time to local charities, community groups or the Territorial Army.



Any organisation can state that they are committed to CSR. Our memberships and accreditations prove that we live this:



People Matter Charter

# The Following Policies Can be Requested or Found on Our Website

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Equal  
Opportunities  
and Diversity

Modern  
Slavery  
Transparency

Fairness  
and Inclusion

Health and  
Safety and HSEQ

Mental Health  
& Wellbeing

Preventing  
Illegal Workers

Environmental

Just and  
Fair Culture

Corporate Social  
Responsibility and  
Sustainability

Supplier Code  
of Conduct

Drug &  
Alcohol

Ethical  
Trading

Accident  
and Incident

Anti Corruption  
and Bribery

Anti-Bullying

Privacy



## Get in touch with us

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## Offices in:

- UK: London | Birmingham | Newcastle | Glasgow
- USA: Boston | California
- The Netherlands (Rotterdam)
- Germany (Hamburg)

## Mane's specialist divisions:

- Aerospace
- Defence
- Automotive
- Energy
- Rail and Infrastructure