



Corporate Social Responsibility Policy

TPP Recruitment believes Corporate Social Responsibility (CSR) is about understanding the business' impact on the wider world and how we can leverage this impact in a positive way. In terms of what CSR will mean to us, it is essentially an umbrella term to encapsulate how we impact and engage with the environment, employees, the community, candidates, clients and suppliers. TPP undertakes significant activities in these areas.

We value our Environment

We have committed to ensuring that we reduce our environmental impact and continue to improve our environmental performance as an integral part of our business strategy and operating methods. We believe that organisations are responsible for achieving good environmental practice and should operate in a sustainable manner and we will encourage our stakeholders to do the same. We will work to minimise waste, recycling and reusing, minimising consumption of energy and other natural resources, purchase products that have the least impact on the environment, establish partnerships with like-minded suppliers and maximise the use of e-technology to reduce paper usage throughout the business.

Some initiatives include:

- the recycling of all paper and other waste such as plastic, glass etc
- the recycling of all Printer Toner Cartridges
- recycling (or gifting) old office furniture and equipment to schools or charities
- TPP are in partnership with ClimateCare to offset our carbon emissions with projects that improve lives and fight climate change
- TPP are in partnership with the World Land Trust (WLT) who plant a tree for every placement we make. WLT's Plant a Tree programme funds WLT's local conservation partners to reforest areas that have been lost in the past and reconnect fragmented habitat for wildlife. This includes the sapling, land preparation and planting, as well as 3-4 years of maintenance and monitoring to ensure the tree can survive on its own. The programme currently includes projects in Borneo, Brazil, India and Kenya
- Climate change is always on the forefront of our minds. Flying is one of the fastest growing sources of greenhouse gas emissions globally. One return flight from London to Berlin clocks up the same amount of carbon as thirteen return train trips - taking just one less flight per year has a huge impact. For this reason, TPP offer their staff the option to use up to 2 of their volunteer days per year as 'green days'. Green days are paid 'journey days' where staff choose to swap flights for flight-free travel by land or sea to their holiday destinations.

We value our Employees

TPP is an inclusive organisation committed to fairness, equality of opportunity and diversity in all its employment practices, policies and procedures. We are committed to ensuring we have a healthy and educated workforce whose views are listened to and respected. We nurture ambition and ensure that all employees can develop relevant skills and knowledge to enrich their contribution and carve their own career path.

We aim to be recognised as an employer of choice, attracting, retaining and realising the full potential of all staff – we strive to foster an environment that stimulates professional excellence, and both encourages and values contributions made by all employees. We are

committed to shared values of openness, integrity, diversity, individual dignity and mutual respect.

We understand that where people can balance the demands of work and personal responsibilities in a flexible manner, there are benefits for the business as well as the individual. Therefore, we operate a flexitime system where everyone can choose their working pattern and balance this with hybrid working, the ability to work remotely or in the office. This supports our commitment to ensuring the health and wellbeing of our staff are a priority.

We value our Community

We have committed to build mutually supportive relationships with the wider community including national and local concerns. At TPP we are actively involved in charitable giving and encourage our staff to engage in this process. All staff receive 5 days paid volunteering leave and have used this for local and national projects, we also have worked closely with Business Healthy, a City of London initiative. TPP aims to build relationships with charitable organisations other than purely in a business capacity and work with employees to devise and implement charitable giving schemes - e.g. a payroll giving scheme.

Our responsibility to our clients and candidates

TPP's goal is to foster long-term relationships with our clients and candidates by developing and providing quality services. We aim to ensure that the quality of our services meet all legal and appropriate regulatory body requirements, develop innovative recruitment solutions that meet the needs of our clients and candidates and contribute to their success, demonstrate accountability for the work we undertake, compete fairly and ethically. TPP demands and maintains the highest ethical standards in carrying out all its business activities. The company and our employees do this by complying with all relevant laws, regulations, codes of practice and guidelines; only entering into contractual arrangements that can be fulfilled; conducting themselves in a way that does not give rise to a conflict of interest.

TPP hold REC (Recruitment and Employment Confederation) Audited Status

This award demonstrates our commitment to providing clients and candidates with the best service possible and gives you the confidence and assurance that we adhere to the highest standards within the recruitment industry.

"REC Audited" is a robust non-sector specific audit package that validates recruitment agencies' compliance with industry legislation and best practice. This comprehensive audit requires agencies to operate best practice in areas such as customer service, staff development, diversity and client management.

We value our Suppliers

We have committed to ensuring that all our suppliers have good business ethics and meet the standards we hold in high esteem. We aim to develop relationships built on shared trust and communal responsibility.

TPP Giving Back

As part of our commitment to non-profit and public sector organisations, we have set up a **TPP Giving Back** initiative offering various additional free services to non-profit organisations such as:

- Advertise volunteer jobs
- Job sharing for Fundraisers
- Mentoring Programme
- Seminars, events, forums and workshops
- Staff Volunteering

Our Principles

Our CSR Policy is also underlined by our principles which shape everything we do

- **We do the right thing**
We have a social conscience, work in an ethical way and are passionate about supporting organisations. It's why the first P of our name stands for Principle.
- **We work in partnership**
Internally and externally, we work in an honest, supportive and collaborative way to achieve exceptional results. It's why the second P stands for Partnership.
- **We specialise**
We are experts in our fields and constantly seek to improve our knowledge of and empathy for our customers.
- **We adapt**
We offer a flexible, tailored approach and are constantly looking for better ways to do things.
- **We exceed expectations**
We go above and beyond and focus on long term relationships over short term gains.

Our Mission: Principled Recruitment for Work That Matters

Established as The Principle Partnership, our foundation of ethics and principles are still what make us TPP. We develop trusted, long-term relationships, supporting people with their careers and helping organisations achieve their purpose. A specialist recruitment partner for the non-profit and public sector, regarded as recruiters who do the right thing and exceed expectations. We also proudly provide a wide range of free value-added services, that educate and inform.

Our Vision

Changing lives and that of others through purposeful work whilst exceeding recruitment standards.