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| Excalon Management System |  |
| Document Reference: HR020-CSR Policy | |
| CSR | |

Corporate Social Responsibility Policy

1. Purpose

This policy outlines Excalon’s approach to corporate social responsibility and our commitment to social values and community engagement.

2. Reference documents

- Equalities Act 2010
- Excalon Equal opportunities Policy (HR001-EqualOpps)
- Excalon Recruitment and selection Policy (HR002-Recruitment)
- Anti-bribery and corruption Policy (HR008 -Anti-Bribery)
- Anti-slavery Policy (HR013 – Anti-slavery)
- Ethics Policy (HR015 – Ethics)

3. Scope of the Policy

This Policy applies to all Excalon activities and is broken down into five core areas

- People
- Environment
- Responsible Procurement
- Health and Safety
- Social Values

4. Policy

4.1 People


Excalon believes in finding and retaining the best talent in the industry and providing opportunities for great people to develop and grow within our business. We recognise that it is the calibre of our people that sets us apart from our competitors. We invest in training and development for every employee which includes trailblazer apprenticeships, technical specialist, health and safety, leadership and management development programmes in addition to higher level professional qualifications. This enables our people to be the best that they can be.

4.2 Responsible Procurement

We are committed to conducting all our business activities with honesty and full compliance with the law and related regulations. We are committed to robust procurement processes that ensure high standards within our supply chain. We expect our suppliers to sign up to, and work to our standards, policies, processes and procedures including (but not limited to)

- 4.2.1 Anti-bribery and corruption policy
- 4.2.2 Anti-slavery policy
- 4.2.3 Ethics Policy

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4.3 Environment

We understand that our day to day activities have an impact on the environment we work within and that we have a duty to manage and minimise these. We strive to work in a responsible and ethical manner by identifying potential environmental impacts and creating processes that reduce, prevent or mitigate those environmental risks.

4.4 Health and Safety

Excalon and its Board of Directors will do everything that is reasonably practicable to protect the health, safety and welfare of its employees and any person that may be affected by our work activities. We take our health and safety responsibilities very seriously and we are committed to continuous improvement in safety performance.

Excalon’s safety goal for its people.

Arrive Safe | Think safe | Work Safe | Leave Safe Every day.

4.5 Social values - Community Impact

We understand that we have an important role to support the communities in which we work and we aim to make them a better place through the provision of jobs, training and the support of school activities, charitable events and donations.

Excalon is committed to managing and measuring the social value our organisation is creating.

We understand that this process is important for four reasons:

1. To be accountable to our stakeholders and ensure we are taking responsibility for the role we are playing in their lives
2. To manage our activities to be able to maximise the social value we are creating
3. To enable best practice as an organisation
4. To reduce our assumptions about the way our activities create value through outcomes to stakeholders

Stakeholder Involvement


Excalon works with selected stakeholders and beneficiaries to deliver social values activities.

Stakeholders will extend beyond the minimum stakeholder groups that are traditionally taken account of.

This list will be reviewed by Excalon’s Board of Directors annually and will aim to incorporate stakeholders and significant sub-groups that may deliver a variety of different outcomes.

Excalon aims to involve representatives from each of our stakeholder groups and sub-groups at least annually.

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The stakeholders we involve in defining the social values outcomes of our organisation will be representative of the group as a whole and will represent the diversity of the communities we serve.

For each outcome that we decide to manage, Excalon will identify indicators that enable us to measure whether these outcomes are occurring, and how much of these outcomes are occurring.

Valuing inputs

To gain an understanding of the efficiency of our investments, we will develop an understanding of the inputs, or time and resources, that are required to deliver activities included within the scope of this policy.

Understanding the relative importance of the outcomes for all stakeholder groups

For each stakeholder group, Excalon will build an understanding of relative importance for the outcomes that we decide to measure / report on.

We will do this using one or both of the following methods:

- Asking each stakeholder group directly to indicate which outcomes are most important to them
- Conducting research to estimate values for each outcome, then verifying these estimates with the stakeholders
- For the outcomes we choose to measure, we will estimate and collect the following supporting information

Quantity – How many stakeholders are experiencing outcomes

Duration – How long the outcomes last

Value – How important is the outcome:

This above information, when considered in full, helps us understand whether an outcome is significant and is material to our decisions.

Transparency

Excalon is clear in both internal and external reports on the scope of our impact analysis and which activities we are analysing.

We will also clearly outline the timescale, audience and purpose of the analysis.


We endeavour to include links to any external research we are referencing, and clearly explain our rationale for all judgements and decisions that we make.

Verify the results

For analyses that will be circulated to external stakeholders, such as partner organisations and funders, all reports will be reviewed internally by a Senior Manager.

This policy outlines Excalon’s commitment to implementing policies that will improve the management and maximisation of our social impact.

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5. Records Management

All employees must maintain all records relevant to administering this process and procedure in line with Legislation and the Company record keeping system.


6. Policy Review

The Company will monitor its policies, processes and procedures to implement changes to improve them and ensure that they comply with best practice, legislation changes and the emerging marketplace.

| VERSION HISTORY | | | |
|------------------|--------------|----------------------|---------------|
| Document Version | Version Date | Revision Description | Author |
| 0.1 | 01/07/2019 | Initial | Katrina Beck |
| 0.1 | 30/06/2021 | No Changes | Katrina Beck |
| 0.1 | 08/08/2022 | No Changes | Alison Scragg |

| APPROVALS | | | |
|------------------|--------------|-----------------------------------|----------------|
| Document Version | Version Date | Approver Name & Title | Signature |
| 0.1 | 01/07/2019 | Kevan Wakerley – Finance Director | Kevan Wakerley |
| 0.1 | 30/06/2021 | Kevan Wakerley – Finance Director | Kevan Wakerley |

| DISTRIBITON LIST | | |
|--|--|-------------|
| Name | Role | Location |
| Company Wide & Contractors, sub-contractors, suppliers, partners | Company Wide & Contractors, sub-contractors, suppliers, partners, supply chain | All Offices |

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