



The Printed Word

...More than just ink on paper

Corporate Social Responsibility Policy

Version 1.0

Corporate Social Responsibility Policy

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Version Control

| VERSION | REVIEWER NAME | DATE | NEXT REVIEW | COMMENTS |
|---------|---------------|----------|-------------|---------------|
| 1.0 | Policy Pros | Nov 2023 | Nov 2024 | First Policy. |
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Corporate Social Responsibility Policy

Introduction

Corporate Social Responsibility (CSR) is generally understood as being the way through which a company achieves a balance of economic, environmental and social imperatives while at the same time addressing the expectations of shareholders and/or stakeholders.

At The Printed Word, we are committed to conducting our business in a socially responsible and ethical manner. We recognise our responsibility towards our colleagues, clients, the wider community, and the environment.

This policy outlines our approach to corporate social responsibility.

Scope

This policy applies to all colleagues, including directors, employees, agency workers, and apprentices.

Policy

Legality

The Printed Word will:

- Comply with national and international laws.
- Ensure that we do not undertake any legally “grey” or illegal activities.
- Never enter partnerships or other business dealings with known criminal enterprises or those who demonstrate a lack of integrity.
- Be committed to transparency and honesty.

Ethics and Human Rights

The Printed Word will:

- Not tolerate any form of financial criminal activity nor aid or abet any such wrongdoing.
- Maintain zero tolerance towards modern slavery and all human rights violations.
- Promote equality of opportunity and diversity and maintain zero tolerance towards discriminatory behaviour.

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Environmental Protection

The Printed Word will:

- Proactively work towards lessening our carbon footprint and working in a more environmentally sustainable manner through the implementation of environmentally sound practices.
- Promote environmental awareness through communication, training, and empowerment.

Community Engagement

The Printed Word will:

- Actively engage in community life by sponsoring local good causes and charities. This involvement ranges from financial support to providing resources.
- Support local and small businesses wherever possible, fostering collaborations that benefit the local economy and provide mutual growth opportunities.

Supporting Colleagues

The Printed Word will:

- Fully commit to ensuring that our working environment is safe and healthy. In addition, we provide employees with a private healthcare (GP) service.
- Pay a fair wage. We are proud to pay far above the real living wage to all employees.
- Provide regular training and development opportunities to colleagues and those within our local community, including apprenticeships and work experience placements, to enhance skills and promote career growth.
- Promote from within wherever possible.
- Celebrate success! Where our colleagues do a great job, we celebrate and reward their hard and diligent work.

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Monitoring and Reviewing

The Printed Word is committed to ensuring our policies are effective and up-to-date. To do this, we have a process for regularly monitoring and reviewing them.

The Senior Management Team is responsible for this process and will review this policy at least once a year or more frequently if needed due to changes in laws or our practices.

We welcome feedback from our colleagues, clients, and community to help us grow and strengthen our CSR commitments.