



# CORPORATE SOCIAL RESPONSIBILITY POLICY

October 2020



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## INTRODUCTION

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As a Construction Consultancy based in both London and Birmingham, but operating in areas across the whole of England, the importance of the success of our business and of the communities within which we operate have led us to make a formal commitment to the sustainable management of all our business activities.

## OUR BUSINESS OBJECTIVES

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We have a number of corporate ambitions which we have developed into a medium term Business Plan in which our objectives are to:

1. Ensure an excellent client experience
2. Develop a successful growing business
3. Ensure strong financial performance
4. Make Baily Garner a great place to work
5. Be socially responsible

Our vision is based upon BUILDING SUCCESS, DELIVERING QUALITY, including working ethically and

responsibly in everything we do.

## CORPORATE SOCIAL RESPONSIBILITY

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We have developed this Corporate Social Responsibility policy to enhance all areas of our business, most notably:

- How we lead and engage with our own People, recognising the importance of their health and wellbeing
- The Environment in which we operate and our commitment to meeting the climate challenge
- Working within and supporting the local and wider Community
- All resulting in the Integrity with which we manage relationships with our Suppliers and Customers (including our Health and Safety responsibilities).

We have also committed to adopting the principles set out in "Social Value and Procurement toolkits for Housing Providers and Contractors" such as Hact or Toms Forms. This will ensure we develop new practices, set more targets and measure our performance against



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them.

We will report on and publish our progress against this policy on our website.

## **SUPPORTING OUR PEOPLE**

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We are committed to the health, well-being and continual development of our people. To ensure our employees know they are appreciated and valued, we give regular feedback on their performance and support their personal and career development. Through a regular 'one to one' review process. Each employee agrees personal objectives that ensure they have a clear understanding of their role and how they contribute to the success of our business.

We welcome and embrace the benefits of a diverse workforce and operate a meritocracy, where all employees are recognised and rewarded on the basis of their performance, effort, contribution and achievements. Equally, we recognise the importance of a sensible 'work / life balance' and are reviewing our HR policies to bring them in line with best practice.

We expect everyone at Baily Garner to act with integrity and respect towards one another, their clients and our business partners and to exercise a high standard of professionalism, good business practice and workmanship.

We are committed to transparency about our business performance and consult regularly with employees on the direction of the business. When things go wrong, we will learn from our mistakes.

## **IMPACT ON THE ENVIRONMENT**

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As a building consultancy, we recognise the impact on our environment of the property sector and the role we can play as professional advisors in tackling the climate change emergency. We have implemented an environmental policy appropriate to our business and manage it through a British Standards accredited ISO 14001 environmental management system.

We have set ourselves targets to help us improve the sustainability of our business practices and we will continue to promote to our clients the importance of sustainable construction. Our targets for 2020 are:

- 5% reduction per employee of non-renewable resources gas and electricity, and water
- 5% reduction per employee of paper consumed
- 5% reduction per employee in waste submitted to landfill

- Campaign to reduce use of single use plastics
- Reduction of CO2 emissions associated with staff travel

To help us achieve these aims, we will offer training and advice so that employees, clients and contractors understand their environmental responsibilities and how these can help us all to improve our environmental performance.

## **STRENGTHENING THE COMMUNITY**

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We recognise and understand the significance of engaging with the local communities in which we operate. We aim to be sensitive to the needs of local people and groups and promote the benefits of ethical and socially responsible trading.

We prioritise local recruitment wherever possible proactively attending local school and college careers events and we will provide apprenticeship opportunities where this is a viable proposition. We also look for opportunities to provide work experience or training 'for and within' the communities and the housing estates we work in or within the areas / boroughs in which we are active. In this way, we aim to help improve the wellbeing of communities and to tackle the disadvantage that is sometimes found within them.

We have established a 'CSR Days' scheme for our people that enables each of them to spend up to two days every year volunteering in local community projects. This represents the equivalent of a Baily Garner employee volunteering every day of the year.

We actively support and donate to charities / non-profit organisations both within our community and those close to our own people's hearts. We have developed a Donations Policy and set aside a significant budget for this purpose.

## **BUSINESS INTEGRITY**

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### **Customers**

We aim to build long term relationships with all our customers and other stakeholders by understanding their objectives and needs as they evolve over time.

We aim to give good value, consistent quality, reliability and to demonstrate the highest professional and ethical standards. We will be honest, open and transparent in all our dealings with customers.

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## Suppliers

We aim to create and maintain strong relationships with key suppliers and contractors. We will meet agreed payment terms. We choose suppliers that share our ethos in relation to employment practices, diversity, quality and environmental controls. This will be communicated to all suppliers and potential suppliers.

Signed



## Health & Safety

We aim to take all reasonably practical steps to maintain high standards of health and safety to provide a safe and healthy working environment for all our activities. We have a current and effective written health and safety policy which we review every year. We measure performance against this policy and look for ways to improve our performance.

**Andy Tookey**  
FRICS APMP, Managing Partner

Date: October 2020

## CSR DAYS FOR OUR PEOPLE

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We are keen to give our people every opportunity to get personally involved in meeting our CSR commitments. To enable this, every partner and staff member in the practice is granted two paid 'CSR days' each year to support the following types of CSR activity

- Client, framework or project related community initiatives
- Local community projects or designated charities chosen by the practice
- Charity or community activity, of personal importance to an individual

We commit to dedicating the equivalent of one day CSR activity for every day of the year by managing the allocation of these days such that any days not taken up by individuals can be re-assigned to others who may wish to make a 'greater than 2 day' contribution.

## PERFORMANCE AND CONTINUOUS IMPROVEMENT

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We have put Corporate Social Responsibility at the heart of our business plan, and set objectives in key areas to measure and monitor our performance so that we keep on track. Each year, we will publish a report on our website of our progress against this policy and set new targets that help us maintain progress.

We welcome ideas for how the policy and the outcomes from it can be improved.

**ARCHITECTURE**  
**BUILDING SERVICES ENGINEERING**  
**BUILDING SURVEYING**  
**COST CONSULTANCY**  
**ENERGY CONSULTANCY**  
**INDEPENDENT CERTIFIER**  
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