

A pair of hands is shown from the bottom, cupping a small globe of the Earth. The globe is positioned on the right side of the frame. The background is a soft-focus bokeh of blue and pinkish-purple lights. A large, semi-transparent orange rectangle is overlaid on the left side of the image, containing the title text in white.

CORPORATE RESPONSIBILITY AND ETHICS POLICY

INFOCUS

Introduction to Infocus Resources Limited

Infocus Resources Limited are a labour supply agency to the rail & other sectors.

Our objectives are to:

- maintain and grow the financial performance of the company, through
- the provision of quality services, and to
- fulfil our compliance obligations, and to
- to prevent injury and ill health to individuals, and to
- ensure environment protection and the prevention of pollution, and to
- protect the rights and wellbeing of the people involved in our business, and to maintain the good reputation of all our interested parties.

We believe that all businesses and organisations, including this Company, should avoid causing any adverse effect on the human rights of people we deal with, the well-being of society at large, the local and wider environment, and have a positive impact on the financial economy.

As an employer, business partner and member of society we aim to be as ethical as possible recognizing that a sustainable organisation balances of the three pillars of society, economy and environment performance.

We always conduct our own services honestly and honourably, and expect our employees, clients, associates and suppliers to do the same.

Duty for the Health & Safety of Employees and Others

We are committed to health and safety the prevention of injury and ill-health to our employees and others, to achieving our compliance obligations and to continual improvement. We will not allow other business objectives to comprise our health and safety objectives. We demonstrate this through the establishment, implementation, maintenance and continual improvement of our Occupational Health and Safety Management Systems which is in line with ISO45001:2018, and audited by RISQS, Achilles UVDB and SSIP Scheme Acclaim.

We consult our workforce on our proposals, especially regards health & safety and significant organisational change.

We maintain our premises to provide a safe, healthy working environment where people want to work.

Duty of Care to the Environment

We are committed to environmental protection and the prevention of pollution; to achieving our compliance obligations and to continual improvement. We demonstrate this through the establishment, implementation, maintenance and continual improvement of our Environmental Management Systems which is in line with ISO14001:2015.

We will provide all the necessary leadership, planning, supporting resources, operational controls and performance monitoring to achieve these commitments.

We will maintain energy efficient offices, promoting switch off campaigns and minimising resource use by maximising the use of electronic systems. The small quantity of waste we do produce we ensure it is correctly stored, transferred and as far as reasonably practicable recycled.

Whilst we do not directly manage projects on site we will raise the awareness of our direct and deployed staff in the need for effective environmental risk controls. Topics will include resource efficiency and waste minimisation, waste management, pollution prevention, acting as a considerate contractor and nuisance reduction, in minimising damage to habitats and emergency preparedness and response.

We encourage our people to speak out when they identify potential or actual environmental threats or opportunities for improvement.



Fair Pay and Conditions

We ensure non-exploitation of employees, workers or suppliers, either regards cost or expectations including working hours and deliverables.

We ensure fair pay and condition, providing as a minimum the Living Wage, and ensure that our pay is inline with at least the average for our industry sector.

Employees will be issued fair written contracts of employment.

We will comply with the Working Time Regulations 1998. We invite our employees to sign voluntary opt-out agreements whilst respecting the rights of individuals who do not choose to opt-out.

Whilst this allows working more than the average 48 hour week we will not exploit our employees or others by requiring excessive working hours. Those working more than 60 hours per week will be subject to additional supervision.

No person shall work more than 72 hours per week, or not have at least one shift off in every fourteen shifts worked.

We respect the right of our employees to have freedom of movement, and to choose to leave the company's employment at any time, whilst meeting their contractual obligation to provide due notice.

We however require that employees honour their moral duty not to engage in anti-competitive practices or impact on the reputation of the company by mis-using the knowledge they have on company practices.

Whilst not a large company we recognise our moral duty under the Modern Slavery Act. We only purchase from reputable suppliers and as far as reasonably ensure that our supply chain doesn't include forced labour or child labour.



Community Citizenship

We work with local communities through local recruitment.

We provide financial sponsorship to charitable organisations.

Confidentiality

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past employees, clients & suppliers, both in terms of normal commercial confidentiality, and the protection of all personal information received in the course of providing the business services concerned.

We respect the moral and intellectual copyright vested in our clients' intellectual property.

Professional Conduct

We conduct all of our activities professionally and with integrity. We take great care to be completely objective in our judgement and any recommendations that we give, so that issues are never influenced by anything other than the best and proper interests of our clients.

We will ensure that we do not engage in anti-competitive practices such as price fixing, theft of intellectual property and other similar behaviours.

Customer Contracts

Our contract will usually be in the form of a detailed proposal, including aims, activities, costs, timescales and deliverables.

The quality of our service and the value of our support provide the only true basis for continuity.

We always try to meet our clients' contractual requirements.

Our fees are always competitive for what we provide. As such we do not generally offer arbitrary discounts; generally a reduction in price is only enabled by reducing the level or extent of services to be delivered. That said, we always try to propose solutions which accommodate our clients' available budgets and timescales.

We agree our fees and basis of charges clearly in advance, so that we and our clients can plan reliably for what lies ahead, and how it is to be achieved and financially justified.

We do not tolerate bribery, corruption or fraud, and have defined policies on this. Payment arrangements will be agreed at point of purchase order issue.

Ethics is a two way process and we expect our customers to make payments by the date agreed by contract. Our terms are generally net monthly in arrears.



Quality Assurance

We support the concept of Plan-Do-Check-Act. We maintain the quality of what we do through provide competent human resources, compliant and effective plant and good planning, delivery and review processes.

We encourage constant ongoing review with our clients, of all aims, activities, outcomes and the cost-effectiveness of every activity. Our Quality Management System is in line with ISO9001:2015.

Financial Management

We ensure sound financial management so to continue the sustainability of the business as a local employer and business partner to our customers and supply chain.

Equally we expect our customers to ensure they honour our and their own commitments to payment in full and on time.

Policy Communication

This policy shall be communicated to all interested parties on request.

Policy Review

This policy will be reviewed as party of change planning, lessons learnt, post-incident and as a minimum every three years.

Policy Approval

Approved on Behalf of Infocus Resources Limited,

Tim Cole, Managing Director, 18 May 2020