

# CORPORATE RESPONSIBILITY 2009

## Introduction

Being a competitive and responsible business citizen in the 21st century is about making a positive impact, not only for your shareholders, clients and staff but for all the people that are touched by your organisation. At ea Consulting Group we aim to act in a way that is responsible. We have defined corporate responsibility as being how we take account of our economic, social and environmental impacts in the way that we operate. We aim to maximize the benefits and minimize the downsides.

Areas that we believe to be of the most importance in being socially responsible are:

- **GOVERNANCE:** how we manage our Corporate Responsibility policy
- **BEING A GOOD EMPLOYER:** attracting and retaining the best people
- **CARBON FOOTPRINT & SUSTAINABILITY:** minimizing our impact on the environment
- **CHARITABLE GIVING & COMMUNITY DEVELOPMENT:** supporting our community, encouraging staff to be involved
- **ETHICAL BUSINESS PRACTICES:** promoting open and honest business practices

## GOVERNANCE

For corporate responsibility to be effective and have impact it requires consistent leadership, clear governance and effective communication of aims and expected behaviours to team members and the wider community.

As such we have appointed a CR Governance Committee which meets regularly to discuss and monitor our activities.

It is chaired by one of our Non-Executive Directors, Cheryl Robson and sponsored by the Executive Chairman, Steve Robson. Each department elects a non-management representative. This is to encourage and facilitate development of CR as an integral part of our day-to-day operations across the organisation.

The committee has remit to:

- Develop CR strategy
- Review our social, ethical and environmental policies
- Encourage best practice and increase awareness
- Review, agree and monitor charitable and community support

## BEING A GOOD EMPLOYER

No organisation can be successful without a strong team of people working together to do a fantastic job. That is why ea Consulting Group (eacg) makes recruiting and retaining great people our priority. We aim to attract and retain great people by ensuring we have balance in the following areas:

### Culture

eacg aims to foster a culture of mutual respect. Respect between colleagues, between management and team members and between our people and our clients.

Entrepreneurialism is also a key driver in the way that eacg operates. Our aim is to promote and develop the business skills of our team and in doing so ensure that excellence is recognised and rewarded.

### Equal Opportunities and Diversity

We take this area very seriously and have encapsulated all details in the company policy contained within our Staff Handbook.

### Learning and Development

By helping our team members develop their skills and by fostering a sense of entrepreneurialism we ensure that not only are our people encouraged to fulfil their potential with eacg, our clients also receive the highest level of service.

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## **Social**

Meeting up as a team in a relaxed environment is an important part of getting to know each other and developing a sense of community and team work. We arrange regular activities that are always fun, sometimes challenging and a great way of bringing our people together.

## **Work/ life Balance**

At eacg we want our team members to achieve not only their work related goals but also their personal goals. We understand that for our people to achieve in both their personal and work lives they need to be healthy and balanced, this is why we are happy to customise arrangements to accommodate family, community and study commitments.

## **CARBON FOOTPRINT & SUSTAINABILITY**

The company are very keen to take action to manage human activities with a view to preventing, reducing or mitigating harmful effects on nature and natural resources, and ensuring that man-made changes to the environment do not have harmful effects on humans. As such we promote the following practices:

### **Recycling of paper and minimising waste**

Staff should make every effort to use the recycling paper bins. Non confidential paper and recyclable office waste is recycled publicly: recycling bins are provided in each office to promote the practice of sorting non recyclable and recyclable waste. All confidential waste is shredded and are also removed by the cleaners for recycling

### **Stationery and supplies**

The company are committed to purchasing recycled and/ or non-bleached items where ever possible.

### **Printing**

We encourage the use a soft (or electronic) copy of documents wherever possible.

### **Energy Use**

We encourage our team members to conserve energy by switching off lights in unused rooms, turning off computer and printing equipment at the end of the day and keeping the use of air conditioning use to a minimum. It is especially important to do this prior to the weekends.

### **Business Travel**

Keeping in touch with our clients is absolutely vital and where possible we do so via the use of telephone conferencing. When business travel is a necessity we encourage the use of public transport and offset all company booked travel by donating to Climate Care ([www.climatecare.org](http://www.climatecare.org))

### **Continuous improvement**

The company welcomes initiatives from all of its staff as to any further improvements they can suggest and continuous reviews its own procedures.

### **Dealing with other like minded companies**

The company appreciates ideas and requests from suppliers and clients as to ways of improving the environment.

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## ETHICAL BUSINESS PRACTICES

It has been said that there is a certain overlap between ethics and corporate responsibility in that an ethical organisation should be socially responsible and a socially responsible organisation should be ethical in its business practices. At eacg we promote ethical business practices, as defined below, throughout our teams.

### Decision Making

Ethical decision making is about taking into account the impact of every decision on all stakeholders, not just shareholders. We encourage active questioning around who is impacted, how they are impacted and what the longer term consequences might be.

### Performance and Reporting

Part of being an ethical business is being transparent and honest in your reporting to all stakeholders of your accounts and business activities.

eacg encourages an open book policy where all stakeholders are welcome to view the annual published accounts and ask questions of the management relating to business activities.

### Disclosure

If any team member believes they have witnessed unethical or illegal behaviour there is an open door policy where any team member can approach a member of the Senior Management Team or if appropriate the Board of Directors to discuss the matter in confidence.

## CHARITABLE GIVING AND COMMUNITY DEVELOPMENT

Organisations do not exist in vacuums – they are influential members of the communities in which they are located and where they do their business. Not only do they provide employment then can also make powerful contributions to the wider community.

The **ea Consulting Group Foundation** was formed by the directors as part of our corporate responsibility programme. The Foundation is a UK registered charity, number 1126245. Our aim is to target smaller charities particularly concerned with children's welfare and development.

As a result we are proud to support local, national and international charitable organisations and community groups through direct donations to our chosen causes and sponsorship of our team members and associates who give their time and support to causes that are important to them.

Its broad aims are to:

- provide help for young people
- alleviation of poverty
- advancement of education
- promotion of health
- help for the community
- disaster relief
- conservation of the environment
- advancement of the arts
- urban or rural regeneration
- promotion of sport

The Foundation's trustees meet to decide charitable donations – recently this has been to the following:

- Radio Lollipop
- Henshaws society for blind people
- Hinderton School
- The Child Care Trust
- The Rainbow Centre
- WMF World Medical Fund for Children
- Starlight Children's Foundation
- The Prostate Cancer Charity

[www.eacg.co.uk](http://www.eacg.co.uk)

• 2 Oriel Court, The Green, Twickenham, Middlesex, TW2 5AG •

• 020 8898 0734 •

[info@eacg.co.uk](mailto:info@eacg.co.uk)