

 <b>LONG O DONNELL ASSOCIATES LTD</b>	<b>INTEGRATED MANAGEMENT SYSTEM</b>	<b>Reference</b> LOD/IMS/CSR/ 001
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## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

### **POLICY STATEMENT**

Long O Donnell Associates is committed to the principles of Corporate Social Responsibility and to apply these across all levels of our business. Our business is driven by shared beliefs and values which ensure the commitment involved in everything we do. We continually strive to achieve excellence in all our obligations and services we provide to all stakeholders.

#### **Environment**

Concern for the environment and promoting a broader sustainability agenda are integral to Long O Donnell's professional activities and the management of the organisation. We actively assess and manage the environmental impacts of all our business operations to comply with and exceed where practical all applicable legislation, regulations and codes of practise. For example:-

- To ensure materials and supplies have a considered life cycle evaluation or are recycled or natural products from a renewable source.
- To minimise the impact of all office and transportation activities
- Ensure all employees and business partners are committed to implementing and improving all LOD policies.

#### **Equality, Diversity & Inclusion**

LOD is committed to the promotion of Equality, Diversity & Inclusion in recruitment and employment. We will have a specific policy statement for this and will strive to be the employer of choice enabling all to realise their full potential and provide a safe, fulfilling and rewarding career.

#### **Fair Trade**

LOD are committed to supporting, using and promoting Fair Trade goods. We assess and audit our supply chain, to ensure that we use fair trade goods were available and to ensure that no child labour is being used in the provision of these goods/services. Where it is not feasible for reasons of price, supply, availability or contractual obligations, LOD commits to begin using Fairtrade as soon as it becomes feasible or alternatively source more ethically traded products.

LOD, ensure that through our supply chain, we procure fair trade goods were available.

#### **Child Labour**

LOD assesses all our supply chain to ensure that our suppliers are not involved in the use of child labour in the work process.

Currently we do not work in any regions/industries with a risk of child labour.

#### **Modern Slavery**

LOD is committed to driving out acts of modern slavery from within our own company, and that from within our supply chain. LOD acknowledges the responsibility to the Modern Slavery Act 2015 and will ensure transparency within the company and also with our suppliers.

We will not support or deal with any business knowingly involved in Modern Slavery or Human Trafficking.

#### **The Market**

LOD will work to help our suppliers, clients and partners reduce their own corporate and social responsibility impacts by encouraging them to adopt sound business management practises and continuously strive to implement better ways of working. Supporting and underpinning this CSR policy are further documents including:- IMS Policy, Equality and Diversity Policy, Customer Care Policy, Sustainability Policy, Bribery Act Policy.

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**The Community**

LOD continually assess and monitor its business activities in all the local communities where our offices are based, ensuring where practically possible to support these communities through employment, sourcing of materials and contributions to locally based charitable institutions. Through our day to day activities we continue to remain aware of the needs of our employees, marketplace, community and the environment.

Audits and reviews will be undertaken to verify compliance with this policy and to continually improve our activities and the service provided. This policy will be reviewed annually as a minimum requirement.

**The Managing Director of Long O Donnell Associates Limited is responsible for the development and effective implementation of this Policy and for ensuring that the necessary resources are provided for its implementation through our processes.**



**Thomas J. O'Donnell**  
**Managing Director**  
**Long O Donnell Associates Limited**

**January 2017**