

Corporate Responsibility

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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 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 AND COMMUNITY DEVELOPMENT**
 - supporting our community and encouraging our people to get involved
- **ETHICAL BUSINESS PRACTICES**
 - promoting open and honest business practices

Please speak with the HR Manager or a Director if you have any suggestions for enhancement of current policies or ideas for further initiatives.

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 monitor our activities to encourage and facilitate development of CR as an integral part of our day-to-day operations across the organisation:

- 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. Our success is and always has been determined by our success in operating as a unified team and has stood us in good stead. We aim to attract and retain great people by ensuring we have balance and have encapsulated all details of company policy 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.

Business Continuity

At eacg we take risk management very seriously in order to protect our staff from being placed at any unnecessary risk. All updates on procedure are circulated to staff.

Data Protection

We have strict guidelines for the internal processing of data and are additionally registered with the Information Commissioners Office (Z9171384) for external data.

Equal Opportunities and Diversity

We take this area very seriously and ensure that in all areas of recruitment, retention and treatment comply not only with the Equality Act both in theory and practice throughout the company but also with moral ethics.

Health and Safety

To ensure staff feel comfortable and confident at all company locations, we adhere to strict health and safety guidelines. Workplace health and safety and fire protection assessments are carried out on a regular basis.

Learning and Development

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

All staff are encouraged to discuss their promotional aspirations in the yearly appraisals and their regular meetings with their line manager.

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:

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). In order to estimate our monthly / quarterly business travel, please contact your department's administrator with an estimate of the mileage you have completed on company business (including flights but not standard commuting to and from work).

Continuous improvement

The company welcomes initiatives from all 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.

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.

Printing

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

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.

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.

Our priorities are:

- Children and young people
- The elderly
- People with health issues and disabilities
- Supporting other charities or voluntary bodies
- Disaster relief

The eacg Foundation have made charitable donations to many individuals and organisations including:

- Asthma UK
- NSPCC
- Happy Child International
- Girl Guide sponsorship
- Radio Lollipop/Great Ormond St
- Silicon Cup
- Children’s Leukaemia
- Marie Curie Cancer Care
- Red Nose Day
- Prostate Cancer
- Henshaw Society for the Blind
- Hinderton School
- The Childcare Action Trust
- The World Medical Fund
- The Rainbow Centre
- Ride High
- Dogs for the Disabled

While we do not actively seek contributions from anyone, should any members of the eacg team wish to assist by way of donation or voluntary service (where that is appropriate), they are asked to speak with their Line Manager.

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.

Disclosure

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

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.

Suppliers and Clients

We will never involve ourselves with businesses who deal with addictive products, e.g. tobacco, the arms or defence trade or repressive regimes.

Anti-Corruption

eacg is committed to doing business with integrity which means that our employees and directors, or family members of any of the afore mentioned groups, must not be involved in any form of corruption or bribery as part of our endeavour to conduct business in a fair, ethical and legal manner, and in line with all UK anti-bribery legislation. Any employee in breach of the guidelines will be subject to Company's disciplinary procedure.

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| eacg prohibits: | the offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement; |
| to or from: | any person or company, wherever they are situated and whether they are a public official or body or private person or company; |
| by: | any individual employee, agent or other person or body acting on eacg's behalf; |
| in order to: | gain any commercial, contractual or regulatory advantage for eacg in a way which is unethical; |
| or in order to: | gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual. |

Employee Responsibility

The prevention, detection and reporting of bribery is the responsibility of all employees throughout eacg. Employees or others can report confidentially any suspicion of bribery by contacting the responsible Board Director, John Murphy, or the HR Manager.