



Corporate Social Responsibility Policy Statement

The management of Guardians of London give support to and are committed to helping our clients achieve success by establishing and maintaining the highest standards of quality in our systems, methods, value for money and customer service and through our policies and procedures, some of which are introduced below.

Corporate Social Responsibility Policy

Guardians of London is a progressive and socially aware company, and as such we are dedicated to integrating ethical and environmental factors within our business strategies aiming to constantly improve our CSR performance. We believe that CSR is integral to the long term sustainability of our business and we try to be responsible in all our interaction with customers, suppliers, our employees and the wider community.

We believe in conducting business in a manner which achieves sustainable growth whilst demonstrating a high degree of social responsibility. We feel that this approach creates a source of competitive advantage for our business. Demonstrating our commitment to Corporate Social Responsibility is a journey, in the course of which we aim to align our business values, purpose and strategy with the social and economic needs of all our stakeholders, whilst embedding responsible and ethical business policies and practices into everything we do.

By working together with all our stakeholders and embracing CSR, Guardians of London opens doors to new markets, opportunities and relationships, increasing competitiveness and profitability and demonstrating our continued commitment to sustainable development and growth.

- Openness and accountability – we will communicate our CSR policies, objectives and performance openly and honestly to our people, partners and other stakeholders. We will also seek their views and encourage them to communicate with us.
- Continuous improvement – we are committed to measuring and improving our CSR performance. We will develop and implement specific environmental and social policies and procedures, monitor our performance, set targets for improvement and report our progress.
- Demonstrate compliance – as a minimum we will meet or exceed all relevant legislation. Where no legislation exists we will seek to develop and implement our own appropriate standards.

Guardians of London is committed to the following CSR principles:

Environmental Policy

Guardians of London is committed to minimising the impact of its activities on the environment. We are taking a close look at every aspect of what we do, and are working towards a greener and more sustainable business in every aspect, from our office supplies to the fitments in the properties that we manage. Being 100% green or carbon neutral is not something we can achieve overnight, but we are committed to the following:

- Minimising waste by evaluating operations and ensuring they are as efficient as possible
- Actively promote recycling both internally and amongst our guardians and suppliers.
- Source and promote print materials to minimise the environmental impact of production and distribution, e.g. FSC
- Meet or exceed all the environmental legislation that relates to the Company
- Work towards using an accredited programme to offset any greenhouse gas emissions generated by our activities
- Encouraging an environmentally aware culture in our office by promoting duplex printing, recycling waste paper, encouraging energy conservation, (turning off lights, computers, printers and photocopiers when not in use,) recycling printer cartridges and minimising all waste wherever possible.
- We choose to source our electricity and gas from suppliers committed to switching to a lower carbon economy, through the use of sustainable energy sources such as tidal, wave and wind power.
- We are developing specific annual environmental objectives and targets to ensure we are constantly improving our environmental performance.

We ensure that this policy is communicated to all persons working for or on behalf of Guardians of London, and make it publicly available, to ensure we are all working towards the same objectives and that our environmental commitments are filtered through every level of our staff, supply chain and customers.

Diversity

We will provide employment equality to all, irrespective of gender, marital or family status, religion or belief, disability, race or ethnic origin, sexual orientation, age, nationality and hours or pattern of work. We operate these policies because we are committed to equality of opportunity and dignity at work for all.

Guardians of London maintains an inclusive working environment in which differences are acknowledged, accepted, valued and utilised for the benefit of all. Therefore we set a high value on an individual's contributions and recognise that everyone should be valued as an individual, in their own right according to our Diversity Policy.

We support the recruitment of individuals from all sections of society, including those who traditionally have had difficulty to find employment.

At Guardians of London, we recognise the importance of a balance between our employees' contribution to the Company and their life outside of work. To support our employees in achieving a work life balance we ensure that working hours are maintained at a reasonable level and hours worked over the contracted hours is not excessive.

Equal opportunity policy

Guardians of London is committed to becoming an equal opportunities employer and to ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to unfair discrimination.

Health and Safety Policy

Guardians of London is committed to the safety and the well being of all our staff, customers and stakeholders within the community who may be affected by our activities. In order for us to maintain this commitment, health and safety requirements are implemented, promoted, communicated and managed throughout the organisation in the same way as all other aspects of our business.

We are committed to, and fully believe that, health and safety is an integral function of its management team and that all managers are accountable for the health and safety performance of their areas of responsibility. To ensure the effective implementation and the subsequent monitoring of this key business aspect, it is necessary to define the duties and accountabilities of all persons responsible for health and safety

We believe that all incidents are preventable and that all risks can be safeguarded. All incidents demand prompt investigation and timely remedial actions when and where appropriate. All employees have responsibilities for health and safety and therefore will be provided with appropriate information, instruction, training and supervision to enable them to work safely and efficiently at customer sites and at our head office.

That Company safety standards are established and maintained company-wide and must therefore be complied with by all sections of the business and that specialist health and safety advice will always be available when and where required.