



CORPORATE SOCIAL RESPONSIBILITY



Property Support Services (PSS Group) corporate social responsibility strategy is fully embraced and supported by all management and staff throughout the company. It's about ensuring we sustain safe operations; having a positive impact on our staff, the communities we work in and the wider environment. PSS's governing principles are at the heart of our business and being socially responsible is, therefore, about incorporating those values in everything we do. We are committed to ensuring that this responsibility is embedded in everything we do.

Endorsed by: Nicholas Rust, COO

Dated: 31/08/2018

We view our corporate social responsibility as follows: how we manage our environmental responsibility, how we ourselves behave in the workplace, how we work with our clients and suppliers.

Property Support Services (PSS Group) places great emphasis on caring for the environment. The object of this Policy is to provide the framework around which we can promote an environmentally responsible approach to the provision of our cleaning services whereby a safe and healthy working environment can be developed.

As an employer we recognise that the nature of our business has potential to impact detrimentally on the environment, particularly where we use cleaning materials. Use of such materials is under our direct control, and it is our policy therefore to minimise the use of harmful products and to use environmentally friendly products and procedures wherever possible.

It is our policy to liaise and co-operate with our clients to ensure that cleaning services provided and requested are assessed for environmental impact. Where appropriate we will recommend and endeavor to have accepted cleaning and waste removal practice, which involves recycling.

Property Support Services (PSS Group) recognises and accepts its obligations to ensure that the environment is not adversely affected by our activities. We are committed to non-harm in the environment and are open to processes or practices that might actually have a positive environmental effect.

We will take steps, so far as is reasonably practicable, to meet our environmental responsibilities, paying particular attention to:

- Use of environmentally friendly equipment.
- Safe arrangements of their use, handling and storage and transportation of equipment and materials, which might have an environmental impact.
- Provision of sufficient information, instruction, and supervision to enable our employees to contribute positively to environmental up keep while working.
- Revise and review our processes and practices to incorporate any environmentally beneficial technology or materials.
- Observe and comply with legislation relating to environmental issues.

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We will incorporate environmental issues in communication to all employees. We will encourage employees to bring environmental issues to the attention of management and/or colleagues.

All employees will be required to comply with this policy. Non-compliance with this policy will be considered a disciplinary issue.

Internally, we set standards about how we behave as individuals. We work safely, we develop our staff, we give everyone the opportunity to contribute to a learning environment, share ideas and concerns and take personal ownership of their goals. We respect the rights of employees and recognise and reward achievement.

We intend to progressively lessen our environmental impact by cutting our energy use, reducing waste, sharing experience and working closely with both our clients and our suppliers.

In addition to this Property Support Services have been assessed and are confirmed fully compliant under the Energy Savings Opportunity Scheme (ESOS), a mandatory energy assessment scheme. *ESOS Regulations 2014.*

This policy will be reviewed annually.

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