

# Corporate Social Responsibility Policy

Issue: 1.3  
Date Implemented: May 22

**Accepted by:**  
Name: Kyri Anastasi  
  
Title: CEO

## Change/Review Notes:

Date of Issue/Review	Issue:	Revision No:	Details of Revision
May 22	1	1	Annual review: <ul style="list-style-type: none"><li>• Amendment record inserted.</li><li>• Template design updated</li></ul>
Oct 22	1	2	Annual review: <ul style="list-style-type: none"><li>• No change</li></ul>
23 Feb 23	1	3	Double signature added

## Corporate Social Responsibility

Circle UK Group Ltd (CUKG) strives to be a good corporate organisation. Through its management and staff, CUKG is committed to promoting protection of the environment; supporting charities and local communities; promoting equal opportunities; ensuring safe and efficient working practices; and working with suppliers who uphold similar values.

CUKG is committed to act in a socially responsible way, by continually improving its performance whilst meeting all relevant legislation regarding:

Conservation of natural resources used in our offices.

- Conservation of natural resources used in our offices.
- Minimizing adverse environmental effects of people travelling to and from our offices.
- The behaviour of suppliers and contractors used by CUKG.
- Our impact on the local and wider community.
- Processes that affect our employee relations and the wellbeing of our people.

We are committed to exerting pressure on our staff to ensure that all our staff behaves in a socially responsible way to deliver a quality service focusing on:

- Protection of Life
- Protection of Property & Premises
- Prevention of Loss & Waste
- Prevention & Deterrent of Crime

The Company supports a number of charitable events and organizations details of which will be provided to anyone requesting this information from the Company Secretary.

### **People**

CUKG recognizes that our people are our greatest asset and key to continued growth and success and as such, we are committed to providing careers and working environments in which our people can achieve to their fullest potential. CUKG has a commitment to keeping employees informed of the company affairs through news circulars and regular staff meetings. Employees are encouraged to discuss operational issues with their line management and to suggest ways to improve performance and efficiency.

Developing future talent is fundamental to CUKG We provide full visibility of our customer facing staff, including their levels of training and experience to our customers and prospective customers.

### **Circle UK Group Ltd**

- Provides clear and fair terms of employment for its employees.
- Encourages employees to develop skills and progress in their careers.
- Does not employ underage staff.
- Ensures that staff are aware of the company policies on insider trading, bribery and inappropriate gifts, money laundering and whistle blowing.
- Encouraging a harmonious working environment with zero tolerance to bullying or to any form of harassment linked to an individual's sex or other personal characteristics.

### **Equal Opportunities**

CUKG is committed to a policy of equal opportunity and diversity in employment and recognises that this is essential to ensuring the success and growth of the organisation. To this end, CUKG makes every effort to select, recruit, train and promote the best candidates based

on suitability for the job; to treat all employees and applicants fairly, regardless of race, sex, marital status, age, nationality, ethnic origin, religious belief, sexual orientation or disability; and to ensure that no employee suffers harassment or intimidation.

#### **Disabled Employees**

It is the policy of the Group to provide employment and to make reasonable adjustment to accommodate disabled persons wherever business requirements will allow and if applications for employment are received from suitable individuals. Should an existing employee become disabled, every reasonable effort will be made to ensure that their employment with the Group can continue on a worthwhile basis and that career opportunities are available to them.

#### **Customers**

- Seeks to be honest and fair in our relationships with its customers.
- Provides the standards of product and service that have been agreed.
- Takes all reasonable steps to ensure the safety and quality of products or services that it produces.

#### **Suppliers**

- Seeks to be honest and fair in our relationships with suppliers and subcontractors.
- Pays suppliers and subcontractors in accordance with agreed terms.
- Has a policy not to offer, pay or accept bribes or substantial favours.
- Encourages suppliers and subcontractors to abide by the same standards and principles.


#### **Local Communities**

- Aims to make the communities in which we work, better places to live and do business.
- Aims to be sensitive to the local community's cultural, social, and economic needs.
- Endeavours to protect and preserve the environment wherever CUKG operates

Signed for and on behalf of Circle UK Group Ltd.



**COO – Karol Konicz**



**CEO – Kyri Anastasi**