



Corporate Social Responsibility Policy Statement

Law At Work strives to be a good corporate citizen. Through our managers and people, we are committed to promoting protection of the environment and supporting charities.

Our reputation is one of our key assets and as trusted experts in employment law, HR and health & safety, adhering to the highest standards of integrity, personal conduct, ethics and fairness is deemed to be of vital importance.

Each manager is responsible for ensuring that the principles set out in this policy are communicated to, understood and observed by all employees.

This policy should be read in conjunction with the following:-

- Equal Opportunities Policy;
- Health and Safety Policy;
- Information Policy.

Our Board of Directors support the aim of this policy.

SECTION ONE: WORKPLACE

1.1 Our People

We recognise that our people are our strongest asset and key to our continued growth and success. We are committed to providing careers and working environments in which our people can achieve their fullest potential.

We have a commitment to keeping employees informed of company affairs through our quarterly company meetings, regular employee communications and team 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 Law At Work with our legal traineeships at the core of our commitment to developing and supporting new talent.

We provide full visibility of our employees to customers and prospective customers via our website profiles, ensuring that our people meet the standards of professionalism that our customers expect.

This is achieved by: -

- Providing clear and fair terms of employment for our employees;
- Providing clean, healthy and safe working conditions;
- Providing flexible working practices to maximise work life balance for our employees;
- Having a fair remuneration policy;
- Striving for equal opportunities for all present and potential employees;
- Encouraging employees to develop skills and progress in their careers;
- Ensuring that employees are aware of the Business Gifts, Anti-Corruption and Bribery Policy;
- 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;
- Providing all staff with annual dignity at work training.

SECTION TWO: SAFETY AND SECURITY

2.1 Health, Safety and Welfare at Work

The Health and Safety Policy is communicated to employees through the employee hand book, bulletins, notice boards and employee training as appropriate.

Our employees are eligible to participate in a range of lifestyle and wellbeing benefits, including:

- Private Health Insurance;
- Free fruit;
- Bile to Work Scheme.

SECTION THREE: MARKETPLACE

3.1 Customers

We seek to be honest and fair in our relationships with our clients and provide the standard of service that has been agreed. We pride ourselves in achieving market leading client retention. To ensure that we continue to meet our clients' needs we:-

- Proactively seek customer feedback;
- Carry out an annual client care survey;
- Assign each client a specific client care team member, employment lawyer, HR consultants and/or health & safety manager to ensure a single and direct point of contact.

3.2 Suppliers

We seek to be honest and fair in our relationships with suppliers and ensure that we: -

- Pay suppliers in accordance with agreed terms;
- Do not offer, pay or accept bribes or substantial favours;
- Encourage suppliers to abide by the same standards and principles.

3.3 Industry Participation

We engage in consultation with Government Regulators and relevant professional organisations on issues affecting employment law, HR and health and safety and engage with journalists and reputable research bodies on topical themes.

SECTION FOUR: COMMUNITY

4.1 Charitable Giving

We encourage employee engagement and involvement in supporting charities and provide general support through employee led fund-raising events. We will consider supporting appropriate charities recommended to us by clients.

SECTION FIVE: ENVIRONMENT

5.1 Environmental Issues

Environmental savings make good business sense. Our primary objective is to minimise our carbon footprint and any negative impact we may have on the environment including:

- Recycling our waste;
- Current energy efficiency improvements in our Edinburgh office;
- Supporting the environmental aims of our landlord in our Glasgow office;
- Consideration at all times of effective travel;
- Use of Skype to reduce travel needs.

Jane Wright, CEO, Law At Work, May 2017