

## CORPORATE SOCIAL RESPONSIBILITY POLICY

STR Group plc is a leading provider of technical recruitment services and therefore we have a direct input into the lives of our employees, candidates and clients, as well as our suppliers and the wider community. We have an ongoing and dedicated commitment to acting ethically in all service areas and this ensures a high level of quality is reflected in our social and environmental responsibilities.

## RESPONSIBILITY TO OUR EMPLOYEES

### Benefits

STR values its employees highly and therefore we offer a variety of benefits to staff:

- A structured career path with detailed levels of promotion
- Structured training programme
- Sophisticated IT systems
- Commission structures and bonus scheme
- Competitive basic salary and uncapped commission scheme
- Contributory Pension Scheme
- Social Clubs and Activities
- Car allowance
- Achievers Holiday
- Positive working environment
- Long service awards
- Support - In-house Administration, IT, Accounts and Managed Service Team to provide support to the sales teams.

## COMMUNICATION

We appreciate the importance of effective communication and actively encourage the involvement of our employees in the development of both their careers and STR as a business.

- **Reviews** - In their reviews every quarter, all employees are encouraged to suggest new ideas and improvements to their working practices and the overall STR service
- **Feedback** - Consultants are encouraged to give feedback following training courses, in order to ensure that the most effective and appropriate training is carried out
- **Management Meetings** - Every month the STR management meeting is held with the Manager/Director of each Division in attendance, representing the views of that particular area of STR.
- **Professional Development** - STR support and encourage the professional development of employees, allocating college time and financing qualifications where appropriate.

## SOCIAL EVENTS

To reward employees for their contribution to the company, various events and activities are organised, including:

- Summer Family Fun Day
- Christmas Party
- End of Quarter parties with food and drink
- Sports teams

## EQUAL OPPORTUNITIES

STR Group plc is an Equal Opportunities employer. As such, we aspire to reflect our diversity values in our internal recruitment procedures as well as our work ethics as a recruitment agency. We are committed to a policy of equal opportunities for all.

STR operates both an Equal Opportunities Policy in accordance with existing, as well as imminent legislation, including but not limited to the Race Relations Act 1976 (as amended), the Sex Discrimination Act 1975 (as amended), and the Disability Discrimination Act 1995 (as amended). STR treats everyone equally irrespective of sex, sexual orientation, marital status, age, disability, race, colour, religion, ethnic or national origin, membership or non-membership of a trade union, working hours or whether on a fixed term or permanent contract. We ensure that we do not discriminate in all areas of recruitment, promotion, dismissal and redundancy. Moreover, STR reviews, on an on-going basis, all aspects of recruitment to avoid unlawful or undesirable discrimination or harassment on those grounds.

We also conduct an Equal Opportunities Monitoring exercise for all applicants to join STR, which remains confidential.

## HEALTH AND SAFETY

STR is concerned about Health and Safety and as such operate a system that complies with all legal and contractual obligations relevant to STR's activities. Our key objectives are to:

- Provide proper and adequate control of the Health and Safety risks arising from our work activities.
- Consult with our employees on matters affecting their Health and Safety
- Provide and maintain safe equipment/plant
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks and give them adequate information, instructions and training
- Prevent accidents/cases of work related ill health
- Maintain safe and healthy working conditions
- Monitor and revise our Management System to ensure it remains relevant and appropriate to our activities

All employees have a responsibility to uphold this policy and comply with Health and Safety obligations and this is incorporated into all employee inductions and training.

We provide all employees with Health and Safety equipment where applicable.

## TRAINING

As a member of the REC, our consultants are REC qualified or are currently undertaking the examinations. This training covers all topics relating to the recruitment process with a general view to complement the STR specific guidance.

We also provide ongoing training to our consultants to ensure a constant up to date knowledge of best practice in the recruitment industry and all relevant legislation. Our in house trainer is tasked with getting the most relevant information to roll out to our staff. STR hold internal training courses every month. In addition to this STR also run an REC accredited Training Academy and Leadership Academy.

## RESPONCIBILITY TO THE COMMUNITY

STR realises how important it is to be involved with community projects at a local level and encourages close links between the company, institutions, charities and local authorities as well as participation in local events.

STR staff have participated in a number of events, raising money for charity and good causes through a number of sources.

## RESPONCIBILITY TO THE ENVIRONMENT

STR recognises its obligations to the Environment through our services and therefore we are continually striving to improve the impact we have on our surrounding environment.

## ENERGY

STR Limited recognises its obligations as a conscientious employer and endeavours to minimise the impact its activities may cause on the environment.

The key strategies to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and amongst its customers and suppliers.
- All our fridges are A-Rated and therefore emit less CFC's
- All computer monitors are flat screen instead of CRT and are therefore more energy efficient
- The central heating temperature control has been lowered to provide more energy efficient heating
- The water temperature has been lowered to provide a more energy efficient provision of water
- We encourage those staff for whom it is possible, to walk or cycle to work
- We encourage our staff to use car-sharing schemes to travel to and from the office
- The introduction of our DAXTRA artificial intelligence system ensures that all CVs are electronic, thereby significantly reducing the amount of paper waste produced
- In 2008 STR saved almost 30 trees by the use of Shred-It bins
- STR opt to use timber products manufactured from softwood wherever possible and encourage the use of recycled raw materials where suitable
- All toners in printers and copiers are recyclable and an established recycling scheme has been implemented for these products
- Electronic communication is favoured over paper copies, thereby reducing the amount of internal paper waste
- All lighting in the building is Energy saving Motion sensing