

CORPORATE SOCIAL RESPONSIBILITY POLICY

Policy Statement

Hexagon Group is committed to operating its business in a sensitive and responsible manner in line with its legal obligations and all associated directives, regulations and codes of practice. We are also committed to supporting the Government's vision for Corporate Social Responsibility in terms of businesses taking account of their economic, social and environmental impacts, specifically:

- Promoting business activity that brings simultaneous economic, social and environmental benefits.
- Encouraging innovative approaches and continuing development and application of best practices.
- Ensuring strong levels of performance in areas such as health & safety, the environment, equality, diversity and inclusion.
- Ensuring that social enterprise projects and charitable giving is channelled to appropriate and relevant causes and wherever possible that any such initiatives reach and genuinely benefit the intended organisation or community.
- Implementing procedures that prevent modern slavery, child labour or inhumane treatment in both our own business and in our supply chains.
- Protecting the temporary workforce by providing written contracts of employment/engagement, providing pay slips with a full breakdown of pay, only making payments into a bank account in the name of the worker, complying with legislation designed to protect workers.
- Supporting suppliers by ensuring payments are always made within agreed terms.
- Creating a framework that facilitates business practices that balance profit and success with achievement of social and sustainability goals.
- Taking an active part in supporting the local community and social causes.

We also recognise that our operations have an effect on the communities and environment in which we operate. In light of this, we are committed operating in a socially responsible manner, supporting a number of local communities and social causes, as well as running our operation in a professional, fair, transparent, safe and environmentally sustainable manner.

Local Community & Social Responsibilities

Hexagon Group is proud to support local community projects as well as a range of deserving and charitable causes.

When starting Hexagon, we always dreamed it would give us the opportunity to give back and make a positive impact. From improving the lives of our employees, giving back to the industry through our

volunteering with IWFM and creating a better future through our charitable work, we have a proven track record of taking our social responsibility seriously, both for our workers and the wider community.

Hexagon Group are proud to be involved with three charities: Buddy Bag Foundation, Unite 4 Homeless and the Community Relief Foundation. :

It is our objective to ensure that charitable donations, contributions or sponsorships genuinely benefit the causes to which they are given and that funds are not misappropriated or interpreted as bribery. As a company we will carry out due diligence to ensure that the recipients of any donations, contributions or sponsorships are bona fide and that the funding will be used for the purpose that it is intended. We will do this by ensuring that:

- Donations are only made to registered charities or that the recipients of any other donations are researched to ensure that they are legitimate and the beneficiary (be that an individual, company or charity) is identified and approved in advance unless otherwise approved by the Directors.
- An audit trail is maintained of all donations and sponsorships made by Hexagon Group to enable them to be monitored to ensure funds are being used as agreed.

Our Staff & Values

We are committed to ensuring that we provide a motivational, rewarding and fun environment in which to work. We focus hard on recruiting and retaining the best people, recognising their achievements and rewarding their efforts.

We believe that much of our success can be attributed to the values that we hold and that are embedded throughout the organisation which include:

- Honesty
- Transparency
- Fairness
- Accountability

Clients & Candidates

As members of the APSCo we abide by their code of conduct / good practice and meet all legislative and best practice standards.

Equality, Diversity & Inclusion

We aim to create an environment that encourages and values diversity within the workforce building on the differences individuals bring and drawing upon the widest possible range of views and experiences. We promote diversity and to respond to the needs of all individuals in a fair and equitable manner, whilst observing our commitment and responsibility to current legislation.

To achieve this, we will:

- Fulfil our social responsibility towards employees and the communities in which we operate.
- Recognise our moral and legal obligations including ensuring that employees, contractors, temporary workers and suppliers are treated professionally and with respect. This includes a zero tolerance policy in relation to discrimination, harassment and victimisation.

- Make all opportunities (including advertising, interview and selection processes, promotion and training) as accessible as possible to under-represented and protected characteristic groups. Underrepresented groups will be encouraged to apply for jobs with both us and our clients. Wherever possible, efforts will be made to identify and remove unnecessary / unjustifiable barriers and provide appropriate facilities and conditions of service to meet the specific needs of disadvantaged and / or underrepresented groups. Specific training will be provided for such groups to prepare them to compete on genuinely equal terms for jobs. Recruitment decisions for all jobs will, however, be strictly based on merit.
- Conduct monitoring and analysis (with groups of employees within the company, jobseekers in the local community and the demographic of the broader labour market) to ensure processes are fair, equitable and accessible and to identify any significant under-representation.
- Endeavour to attain a workforce that is representative of the communities from which it is drawn to secure the widest pool of talent possible.
- Recruit, train and promote the best person for the job, to make full use of the talents and resources of all our employees.
- Create a working environment free from unlawful discrimination, victimisation and harassment in which all employees are treated with dignity and respect.
- Periodically review its selection criteria and procedures to ensure that they remain compliant and maintain a system that ensures fairness.
- Distribute and continuously publicise our Equality & Diversity Policy throughout the company, to employees, contractors, temporary workers, clients, partners, visitors to the company, in advertising, and elsewhere as appropriate.
- Provide the facilities and opportunity for any employee who believes that they have been treated inequitably within the scope of this policy to raise the matter through the appropriate grievance or complaints procedure.
- Log all reported instances of harassment and take action to mitigate and minimise harassment and victimisation wherever possible.
- Ensure that employees understand that breaches of this policy will not be tolerated and could lead to disciplinary proceedings.

Human Rights & Modern Slavery

Hexagon Group is vehemently opposed to the use of slavery in all forms; cruel, inhuman or degrading punishments; and any attempt to control or reduce freedom of thought, conscience and religion.

We will ensure that all of its employees, agents and contractors are entitled to their human rights as set out in the Universal Declaration of Human Rights.

We will not enter into any business arrangement with any person, company or organisation which fails to uphold the human rights of its workers or who breach the human rights of those affected by the organisation's activities.

We oppose all forms of slavery and trafficking and are fully committed to compliance with the Modern Slavery Act 2015. Hexagon Group examined its direct operations, supply chain and practices to identify and mitigate risk areas and ensure all employees, candidates, suppliers, customers and business partners understand that we have a zero-tolerance approach to modern slavery and have a procedure for reporting concerns in this area.

We have taken the following actions to reduce the risk of modern slavery and human trafficking:

- Ensuring employees, are aware of what constitutes modern slavery and the common indicators to enable them to identify victims more easily.
- Conducting face-to-face interviews with employees and workers with questions designed to identify whether the prospective employee / worker is likely to be subject to any form of modern slavery. We also:
 - Conduct face-to-face checks of original right to work documentation.
 - Only pay wages into a bank account that is in the name of the worker (in individual or joint names).
 - Monitor multiple occurrences of workers with the same home address or bank details.
- Ensuring that employees, contractors and temporary workers are advised of their rights.
- Ensure that suppliers, customers, business partners and others who are directly linked to our business operations have received a copy of our Modern Slavery and Human Trafficking Policy and understand that we have a zero-tolerance approach to modern slavery.
- Conducting risk assessments to determine which parts of our business and which suppliers (if any) are most at risk of modern slavery or human trafficking so that our efforts can be focussed on those areas.
- Examining the company's direct operations, supply chain and other business relationships in high risk environments to identify risk factors and walking away from business or contracts that we suspect may expose us to organisations that condone or use modern slavery practices either directly or indirectly and report any supplier or partner to the appropriate law enforcement body if we suspect them of misconduct in this area.
- Conducting due diligence with formal suppliers with the aim of ensuring that the company does not purchase products where slavery or human trafficking may form part of the production process. This includes avoiding complex supply chains where such risks are increased.
- Reviewing performance of key suppliers in terms of policies and practices regarding labour rights issues as part of the procurement process for key purchases.
- Documenting any identified instances of modern slavery in the business or supply chain together with details of corrective action plans and results.
- Avoiding making demands of suppliers of subcontractors that may lead them to abuse human rights and ensuring agreed payment terms are adhered to consistently.

- Putting in place procedures for reporting concerns over modern slavery within our operations and communicating these effectively including a Whistleblowing Policy and clear grievance procedure and ensure that employees, contractors and temporary workers understand that they can report unethical conduct without fear of reprisal or retaliation.
- Following up any reports or suspicions relating to modern slavery or human trafficking.
- Providing a copy of our Modern Slavery & Human Trafficking Policy to anyone who makes a written request for it within 10 days from receipt of the request.
- Maintaining corporate membership of APSCo, and taking advice from them to ensure our code of conduct/practice contains current best practice for minimising risks associated with modern slavery & human trafficking.
- Complying fully with the ETI Base Code including the April 2014 Amendment.

Information & Confidentiality

Information received by employees, contractors or agents of the Company will not be used for any personal gain, nor will it be used for any purpose beyond that for which it was given. The company will ensure that it complies with all applicable requirements of data protection legislation at all times.

Review

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.



Signed:

Name: Sean Sexton

Designation: Director

Company Name: Hexagon Group

Date:14/03/2022