



**TL-001**

## **Corporate Social Responsibility (CSR) Policy**

### **Introduction**

This policy sets out the perspective of Trevion Ltd's corporate responsibilities towards the environment and the communities in which we operate. We are committed to ensuring the well-being of our staff, partners, the public and our clients. These key responsibilities are aligned to various policies and procedures that link to our CSR policy.

Every employee that represents Trevion Ltd is tasked with embracing our policies and our corporate ethics. It is important to top management to factor in unique contributions to the community wherever possible with a 'give back' ethos where we operate.

We appreciate and honour the diversity of those we employ and those that we serve in every way, and we encourage a principled approach when interacting with the wider community and with our partners, associates, employees and clients.

We acknowledge our responsibility to care for our employees, to provide them with meaningful employment through which they can support themselves and their families, and to do everything possible to ensure their ongoing workplace welfare, health, and safety.

We are committed to ensuring our clients and the general public enjoy a secure and safe environment, and we attempt to safeguard their property, including intellectual property, just as much as we would protect our own. We strive for opportunities to partner up with official bodies such as the Police and other emergency services and we proactively donate to local charities and causes.

Through the implementation of our existing Environmental Policy, Equality and Diversity Policy and our Health and Safety Policy, we seek to improve and maintain the environment in the communities in which we operate. We oppose both child labour and forced labour and do not engage in either practice.

As a responsible organisation, we conduct due diligence on our suppliers and contractors, and we ensure that our affiliates adopt green and ethical practices as much as we do.

We at TREVION LIMITED pride ourselves in the way in which we manage our teams, business partners, and clients and operate with transparency, integrity and honesty.

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## 1. Policy Statement

Our organisation is dedicated to conducting business in a socially responsible and ethical manner. We strive to balance our economic goals with environmental stewardship, social progress, and transparent governance. This policy outlines our commitment to Corporate Social Responsibility (CSR) and guides our contributions to sustainable and inclusive development.

## 2. Purpose

This CSR policy aims to:

- Outline the principles by which we operate responsibly.
- Demonstrate our commitment to sustainable practices, social equity, and ethical governance.
- Guide our decision-making and activities to make a positive impact on the environment, society, and economy.

## 3. Scope

This policy applies to all employees, contractors, and stakeholders involved with the organisation, including partners, suppliers, and customers.

## 4. Core Principles and Commitments

### 4.1 Environmental Responsibility

- **Sustainable Practices:** We are committed to minimising our environmental footprint through energy efficiency, waste reduction, and sustainable sourcing.
- **Climate Change:** We strive to reduce greenhouse gas emissions by implementing low-carbon initiatives, such as reducing travel where feasible and encouraging remote work.
- **Waste Management:** We promote recycling, responsible disposal, and reduction of single-use plastics.

### 4.2 Social Responsibility

- **Community Engagement:** We encourage volunteer work and community support initiatives, with an emphasis on projects that align with our values and impact local communities.
- **Employee Well-being:** We foster a safe, inclusive, and supportive workplace that values diversity and promotes work-life balance.
- **Education and Development:** We support employee growth and skills development through training, mentorship, and education opportunities.

### 4.3 Ethical Business Practices

- **Integrity and Transparency:** We commit to transparent communication, honest marketing, and fair business practices. We comply with all legal and regulatory requirements.

- **Human Rights:** We uphold the principles of human rights, ensuring fair wages, safe working conditions, and zero tolerance for forced or child labour in our supply chain.
- **Supplier Responsibility:** We work with suppliers who align with our ethical standards and require them to adhere to our Code of Conduct.

#### 4.4 Economic Responsibility

- **Sustainable Economic Growth:** We prioritise sustainable growth that benefits stakeholders and the broader economy.
- **Supporting SMEs:** Where possible, we engage with local small- and medium-sized enterprises (SMEs) to promote regional economic development.
- **Innovation and Improvement:** We invest in innovative processes and technology to improve our services responsibly and sustainably.

#### 4.5 Commitment to Sustainability

- **Energy Efficient Lighting:** low energy efficient lighting and a 'switch off' policy for lights when rooms are not in use and also powering off equipment at the end of the working day.
- **Switching to Renewable Energy:** Seeking ways to incorporating renewable energy that utilises hydro, wind and solar power.
- **Recycling:** Recycling in the workplace and encouraging staff to do the same at home and making purchases with less packaging especially plastics and sourcing locally produced/manufactured products to reduce the carbon footprint.
- **Biodegradable Products:** Avoiding where possible, single use plastics and incorporating more purchases that use biodegradable and eco-friendly packaging and sourcing methods.
- **Water Conservation:** Reducing water consumption with low flush faucets and toilets and ensuring tap seals are renewed to avoid leaks and water wastage and turning taps off whilst soaping dishes and only running them when rinsing.
- **Transport Emissions:** Operational vehicles will be ULEZ compliant and electric where budgets allow. Employees will be encouraged to carpool to and from work where possible and to travel off peak times when using public transport. Business meetings are conducted remotely by agreement to reduce journeys.

### 5. Implementation and Reporting

- **CSR Committee:** We have established a CSR Committee to oversee the implementation, monitoring, and review of CSR activities.
- **CSR Goals and Targets:** We set annual CSR goals, and progress reports are reviewed by senior management to ensure alignment with our commitments.
- **Communication:** We communicate our CSR efforts internally and externally through reports, social media, and community engagement.

### 6. Employee Involvement

- Employees are encouraged to participate in CSR initiatives, including volunteering, sustainability programs, and diversity and inclusion activities.
- We provide training and resources to help employees understand and support our CSR goals.

## 7. Monitoring and Review

This policy is reviewed annually by the CSR Committee to ensure its effectiveness, relevance, and alignment with evolving best practices and UK regulations. We welcome feedback from stakeholders to continuously improve our CSR efforts.

**8. Our Social Value Champions** are individuals within Trevion Ltd who advocate for and drive social value initiatives. They work to integrate social, environmental, and economic benefits into the organisation's operations and community engagement efforts which aligns with the **Public Services (Social Value) Act 2012**. The Public Services (Social Value) Act 2012 encourages businesses, particularly those working with public contracts, to consider the social impact of their activities.

### 8.1 Role of Social Value Champions

Social Value Champions are typically responsible for:

- 8.1.1 Promoting Awareness:** Ensuring that all employees understand the importance of social value and how it aligns with the organisation's mission.
- 8.1.2 Leading Initiatives:** Developing and leading projects that deliver social, economic, and environmental benefits, such as community volunteering, sustainable procurement, and inclusive hiring practices.
- 8.1.3 Building Partnerships:** Collaborating with local communities, charities, social enterprises, and other stakeholders to maximise impact.
- 8.1.4 Monitoring and Measuring Impact:** Establishing KPIs and tracking the outcomes of social value initiatives to report on progress, often to leadership or external stakeholders.
- 8.1.5 Training and Mentoring:** Empowering colleagues by offering training on social value principles and mentoring others to embed these practices into their work.

### 8.2 Social Value Activities

- **Job Creation:** Providing opportunities for underrepresented groups, including apprenticeships and skills training programs.
- **Environmental Sustainability:** Implementing sustainable practices, such as recycling, energy efficiency, and reducing carbon footprints.
- **Community Investment:** Engaging in local community projects, sponsorships, and initiatives to improve local infrastructure and services.
- **Supporting Small Businesses:** Prioritising procurement from local small- and medium-sized enterprises (SMEs) and social enterprises.
- **Corporate Charitable Donations:** We currently sponsor the care at a local kennel of 4 canines at Dogs Trust and we make monthly donations to numerous charities including Newbury Park Mosque and Cancer Research.
- **Ethical Practices:** We endorse and encompass ethical practices including compliance with the Modern Slavery Act 2015 amongst others that protect others from exploitation.

### 8.3 Our Commitment to Social Value Championing

1. **Passion for Social Impact:** Champions are motivated to create positive change and often volunteer to take on this role due to a genuine interest in making a difference.

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2. **Understanding of Social Value Principles:** Knowledge of frameworks like the Social Value Act and experience in sustainability, community engagement, or social enterprise.
3. **Strong Communication Skills:** Champions can communicate the value of social initiatives effectively to all levels of the organisation.
4. **Commitment to Continuous Learning:** Staying informed about social value best practices and regulatory changes.

#### 8.4 Benefits of Social Value Champions for Organisations

- **Enhanced Reputation:** Demonstrates a commitment to responsible business, which can enhance the company's public image.
- **Stronger Stakeholder Relationships:** Builds trust and goodwill with local communities, customers, and partners.
- **Increased Employee Engagement:** Employees feel proud to work for an organisation that values social impact.
- **Compliance with Legislation:** Ensures alignment with social value requirements, especially for public sector contracts.

#### 8.5 Recognising and Supporting Social Value Champions

Organisations can support Social Value Champions by:

- Providing formal recognition and rewards.
- Offering dedicated resources and time for social value projects.
- Investing in training to enhance their knowledge and skills in social impact initiatives.

By empowering Social Value Champions, organisations can create a culture that prioritises sustainable and socially responsible practices, benefitting both the business and the broader community.

### 9. Contact Information

For questions or suggestions related to CSR, please contact:

**CSR Committee Chair:** Prince Jose

**Email:** [prince@trevion.co.uk](mailto:prince@trevion.co.uk)

### Conclusion

This policy reflects our commitment to Corporate Social Responsibility and aligns with our goal to contribute positively to society, the economy, and the environment. We believe that responsible business practices are essential to our long-term success and the well-being of our stakeholders.

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Managing Director