

<b>Controlled Document – Uncontrolled when printed or downloaded</b>					
<b>Title</b>	Corporate Social Responsibility Policy				
<b>Document Ref:</b>	IG-POL-24	<b>Revision:</b>	1.0	<b>Page</b>	1 of 5
<b>Document Owner</b>	Managing Director	<b>Issue Date:</b>	Jan 2023	<b>Review</b>	Jan 2024

## Corporate Social Responsibility Policy

Insite Group of Companies strive to be a good corporate citizen. Through its managers and through its people, Insite Group 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 Sub Contractors and Suppliers who uphold similar values.

### People

The Group recognises 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.

Insite Group has a commitment to keeping employees informed of 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 the Group. New apprenticeship and schemes have been introduced within the business, alongside Industry accredited training for all employees throughout our Company, including the opportunity of sponsorship to achieve recognised professional qualifications that are relevant to our sector. We provide full visibility of our customer facing staff, including their levels of training and experience to our customers and prospective customers through our Training Matrix. The Matrix provides assurance that our staff meet the requisite standards of professionalism that our Clients expect.

### The Company:

- Provides clear and fair terms for employment for its employees
- Provides healthy and safe working conditions
- Provides fair remuneration everywhere we operate
- Strive for equal opportunities for all present and potential employees
- Encourages employees to develop skills and progress in their careers
- Does not employ underage staff

<b>Controlled Document – Uncontrolled when printed or downloaded</b>					
<b>Title</b>	Corporate Social Responsibility Policy				
<b>Document Ref:</b>	IG-POL-24	<b>Revision:</b>	1.0	<b>Page</b>	2 of 5
<b>Document Owner</b>	Managing Director	<b>Issue Date:</b>	Jan 2023	<b>Review</b>	Jan 2024

- Ensure that staff are aware of the Companies Policies
- 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**

The Company 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, the Company 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 Company 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 Company can continue on a worthwhile basis and that career opportunities are available to them.

### **Health, Safety and Welfare at Work**

The health and safety, welfare and wellbeing of employees is of paramount importance to the Company. It is the policy of the Company to create and improve standards of Health and Safety, which will lead to the avoidance and reduction of risks and to ensure that the company complies with all Health and Safety legislation. A detailed Health and Safety Policy Statement is held at our Head Office and displayed on Site Notice boards.

All Company Management actively implement the Companies policies, standards and procedures in all areas in which the Company operates. They are supported by our External Health & Safety Advisors who are professionally qualified. A Company Health and Safety Committee meets on a bi-annual basis to review activity and policy in this area.

<b>Controlled Document – Uncontrolled when printed or downloaded</b>					
<b>Title</b>	Corporate Social Responsibility Policy				
<b>Document Ref:</b>	IG-POL-24	<b>Revision:</b>	1.0	<b>Page</b>	<b>3 of 5</b>
<b>Document Owner</b>	Managing Director	<b>Issue Date:</b>	Jan 2023	<b>Review</b>	Jan 2024

Senior Members of Staff and our H&S Advisors meet monthly to discuss issues relating to the health, safety and welfare of the employees. These reports are reviewed by the Company Directors to ensure suitable enhancements or improvements are made.

The Company makes every reasonable and practicable effort to provide safe and healthy working conditions in all its offices and sites. It is the duty of all employees to exercise responsibility and to do everything they can to prevent injury to themselves and to others. The policy standards and procedures are communicated to employees through contracts of employment, staff hand books, operating manuals, bulletins and notice boards and staff training as appropriate.

### **Information Security**

The Company is committed to ensuring the integrity and security of its business information with attention given to personal and sensitive data where inappropriate use or inadequate maintenance and safeguarding could have serious repercussions. The Company policies and procedures are based on its requirements for a secure operating environment, an assessment of the risks that the Company faces and relevant legal and best-practice requirements.

### **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. The Company is committed to the following:

- To meet or exceed the requirements of relevant legislative, regulatory and environment codes of practice
- To identify, reduce and dispose of waste arising from our operations in a manner that minimises harm to the environment and prevents pollution of land, air and

<b>Controlled Document – Uncontrolled when printed or downloaded</b>					
<b>Title</b>	Corporate Social Responsibility Policy				
<b>Document Ref:</b>	IG-POL-24	<b>Revision:</b>	1.0	<b>Page</b>	4 of 5
<b>Document Owner</b>	Managing Director	<b>Issue Date:</b>	Jan 2023	<b>Review</b>	Jan 2024

water

- To reduce the consumption of energy and water and use renewable and/or recyclable resources wherever practicable
- To encourage our suppliers and subcontractors to implement good environmental practices and procedure which support our own objectives and targets
- To take responsibility for the maintenance and revision of our environmental policy, which is reviewed on a regular basis, to set environmental objectives and targets for continuous improvement, as we recognize the need for sustainable development

### Charitable Giving

- The Company actively supports the Prince and Princess of Wales Hospice on a regular basis throughout the year
- Throughout the year, we regularly support and contribute to various charities, be it sponsorship or donations such as Sense Scotland, Cancer Research UK, British Heart Foundation etc.
- The subsidiary businesses are also encouraged to support cause within their local communities

Insite's reputation is one of its key assets and as a significant player in the Scottish Construction sector, adhering to the highest standards of integrity, personal conduct, ethics and fairness is deemed to be of vital importance.

### Customers

#### The Company:

- 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

#### The Company:

<b>Controlled Document – Uncontrolled when printed or downloaded</b>					
<b>Title</b>	Corporate Social Responsibility Policy				
<b>Document Ref:</b>	IG-POL-24	<b>Revision:</b>	1.0	<b>Page</b>	<b>5 of 5</b>
<b>Document Owner</b>	Managing Director	<b>Issue Date:</b>	Jan 2023	<b>Review</b>	Jan 2024

- 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

### The Company:

- 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
- Endeavour's to protect and preserve the environment wherever the Company operates

**Authorised By: Scott McMillan**

**Position: Group Managing Director**

**Signed:**

**Dated: 01/01/2023**

