

## **CORPORATE SUSTAINABILITY POLICY**

### **Objective**

We aim to develop Link Contracting Services Ltd as a long term, sustainable business that delivers value for; our employees, clients, suppliers, business partners, and the wider community. By managing our business responsibly, we support the creation of a financially stable organisation and deliver value for our shareholders.

### **Scope & governance**

This policy is owned by Link Contracting Services Ltd on behalf of the Shareholders and applies to all Link Contracting Services Ltd's employees, and relevant stakeholder groups. We ensure this policy is embedded into our business through our Management Meetings, the members of which are accountable for the implementation and monitoring of the supporting policies mentioned below. The policy is reviewed annually and is shared with employees etc. through our corporate website and other channels as appropriate.

### **Areas of focus**

To operate sustainably we focus our activities in our key impact areas. These impact areas reflect both our opportunities to make a positive difference and manage our non-financial risks. By managing these areas well we believe we can deliver the best possible benefits for both our business and the wider world. We use both our corporate strategy and feedback from our stakeholders to define these areas of focus.

### **Responsible business practices**

Our statement of business principles and code of ethical conduct set out our shared business values and our commitment and the standards of behaviour we expect. We ensure that these practices are upheld across our business through our Employee Handbook and employee training programmes.

### **Clients**

We believe in delivering excellent service for our clients to meet their needs. We ensure that we manage their services responsibly, adhering to any legal requirements. We have robust policies and procedures in place to ensure we meet these requirements, providing user guidance and training to our employees.

### **Supporting our employees**

We value our employees and are committed to providing them with a workplace which is safe and secure. We aim to create a culture where every employee is treated fairly and with respect. We recognise the value that a diverse workforce can bring and we do not accept any form of discrimination. We believe in creating an inspiring workplace, committing to developing our people, giving them the right skills to help deliver our business strategy.

### **Managing our supply chain**

We aim to develop mutually beneficial relationships with our suppliers and we are

committed to working with suppliers who meet our business and sustainability standards. Our procurement team manage relationships with our suppliers to ensure that good practice is understood and shared in our supply chain.

#### **Environmental management**

We are committed to identifying, managing and minimising the environmental impact of our business operations. We have an environmental management system in place to help us manage our impacts and ensure that we comply with all relevant environmental legislation. Our risk management process also considers environmental risks on a site-by-site basis. We communicate our performance in this area in a transparent way.

#### **Investing in our local communities**

We engage with the local communities in which we work, committing to making a positive social and economic impact and understanding and managing any negative impacts of our business operations.

We also seek to make a positive social contribution through the services we provide to our clients and our clients' customers, particularly in our public service contracts.

This policy outlines our framework for responsible business management and is an integral part of our sustainability and business strategy.

**Nicola Stevenson**  
**Company Secretary**

**Link Contracting Services – January 2014**

---