

KABLOOM LTD

# Corporate and Social Responsibility Policy

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Only

KABLOOM LTD

The Store 6 Hazel Avenue Lane, Muirend, Glasgow, Scotland, G44 3LJ

# Corporate and Social Responsibility Policy

## 1. Corporate and Social Responsibility

At KABLOOM LTD (the “Company”) we stand committed to ensuring that all activities undertaken by the Company positively affect society as a whole. We consider this our Corporate and Social Responsibility which we define as follows:

- conducting business in a socially responsible and ethical manner;
- protecting the environment and the safety of people;
- supporting human rights; and
- engaging, learning from, respecting and supporting the communities and cultures with which we work.

The Company will ensure that all matters of Corporate Social Responsibility are supported in our business operations.

This policy covers how we wish to engrane social values in the culture of our Company and every facet of the business, not just because we have a corporate responsibility but because we believe it is the right thing to do as an ethical business. The Company is accountable for its impact on society and looks to prioritise profits, people, and the planet in equal measure, operating as a means of improving reputation and profitability.

In practice, this a long-term commitment to giving back and ongoing ambition to make a difference to society in some way. Examples might be ongoing partnerships with local non-profits, upholding ethical supply chains with organisations who align with your values, or donating a portion of all profits to a worthy cause.

This policy is part of our Company’s wider commitment to adopting ESG (Environmental, Social and Governance) best practices. It should be read in conjunction with our:

- ESG Policy Statement
- Environmental Policy
- Equality, Inclusion and Diversity Policy
- Equal Opportunities Policy
- Anti-Slavery Policy
- Community work and Charitable activities

This Policy applies to all activities undertaken by or on behalf of KABLOOM LTD

## 2. Policy Statement

At KABLOOM LTD, the way we lead, work and behave is driven by our core values. These values influence the way we meet client needs while respecting the regulatory requirements and the way we promote ethically sound practices within the Company. KABLOOM LTD is committed to integrating responsible and sustainable business practices across our operations. It is our policy to act responsibly in our day-to-day relationships with our customers, suppliers, employees, and communities.

These principles are embedded in our business, processes and ways of working. In practice this means the Company:

- acts in an environmentally conscientious and responsible manner
- respects the privacy and dignity of our employees, suppliers, customers, and contractors

- promotes a work environment of equal opportunity and never engages in unlawful discrimination
- commits to employing a diverse workforce
- maintains a safe and healthy work environment, and spends time, monies and resources to give back to the community

### **3. Business Ethics and Transparency**

As a company it is critical that we conduct business in a socially responsible and ethical manner. All our staff are expected to do the same. The Company is committed to maintaining the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and to promote confidence in our governance systems.

KABLOOM LTD will conduct its business in an open, honest, and ethical manner.

We recognise the importance of protecting all of our human, financial, physical, informational, social, environmental and reputational assets.

KABLOOM LTD will advise our partners, contractors, and suppliers of our Corporate Social Responsibility Policy, and will work with them to achieve consistency with this policy.

### **4. Health and Safety**

KABLOOM LTD is committed to protecting the health and safety of all individuals affected by our activities, including our employees, contractors and the public. The Company will provide a safe and healthy working environment, and will not compromise the health and safety of any individual. Our goal is to have no accidents and mitigate impacts on the environment by working with our stakeholders, peers and others to promote responsible environmental practices and continuous improvement.

For further information please refer to our Health and Safety Policy.

### **5. Environment**

KABLOOM LTD is committed to environmental protection and stewardship. KABLOOM LTD recognises that pollution prevention, biodiversity and resource conservation are key to a sustainable environment, and will effectively integrate these concepts into our business decision-making. All employees are responsible and accountable for contributing to a safe working environment, for fostering safe working attitudes, and for operating in an environmentally responsible manner. We promote:

- reduced use of paper
- reduced use of plastic
- energy efficiency
- greener transport by encouraging staff to walk, cycle, car share or use public transport to get to work if safe and feasible.

### **6. Employee Relations**

The Company will ensure that employees are treated fairly and with dignity and consideration for their goals and aspirations and that diversity in the workplace is embraced. KABLOOM LTD will apply fair labour practices, while respecting the national and local laws of the countries and communities where we operate. We are committed to providing equal opportunity in all aspects of employment and will not engage in or tolerate unlawful workplace conduct, including discrimination, intimidation, or harassment. The Company is committed to uphold the rights of our employees, and treat them with dignity and respect. This applies to all employees including

temporary, student, contract, direct and any other type of worker. We ensure we are in compliance with all local regulations and laws.

To retain loyal and productive staff, we believe it is vital to maintain a good working environment. We achieve this by the following:

- Kabloom Ltd is a Living Wage employer and an Equal Opportunities Employer as per the Human Rights Act 2010.

## **6.1. Equality, Inclusion and Diversity**

The Company is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. We are committed to being a business in which equality of opportunity is a reality and in which every individual can seek, obtain and continue employment without unfair discrimination.

This applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

The Company seeks to:

- Provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time.
- Not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation.
- Oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.
- Reinforce our commitment to an inclusive culture within which the opinions of all Staff are valued and innovation is encouraged.

This Company sets out its approach to equal opportunities and the avoidance of discrimination at work within its Equality, Inclusion and Diversity Policy, please reference this for more detail.

## **6.2. Anti-Harassment and Bullying**

Staff must not discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

Bullying in whatever form including physical, verbal and non-verbal is prohibited and the Company has a zero tolerance policy.

## **6.3. Wellbeing**

The Company is committed to optimising the wellbeing of our employees and we are strong advocates that the wellbeing of the team is key to the Company's performance.

There are many factors that we consider when assessing how to foster happy and healthy teams. These include:

Health

- Physical health - Health promotion, good rehabilitation practices, health checks, wellbeing benefits, health insurance protection, managing disability, occupational health support, employee assistance programme.
- Physical safety - Safe working practices, safe equipment, personal safety training.
- Mental health - Stress management, risk assessments, conflict resolution training, training line managers to have difficult conversations, managing mental ill health, occupational health support, employee assistance programme.

#### Good work

- Working environment - Ergonomically designed working areas, open and inclusive culture.
- Good line management - Effective people management policies, training for line managers, sickness absence management.
- Work demands - Job design, job roles, job quality, workload, working hours, job satisfaction, work-life balance.
- Autonomy - Control, innovation, whistleblowing.
- Change management - Communication, involvement, leadership.
- Pay and reward - Fair and transparent remuneration practices, non-financial recognition.

#### Values/Principles

- Leadership - Values-based leadership, clear mission and objectives, health and wellbeing strategy, corporate governance, building trust.
- Ethical standards - Dignity at work, corporate social responsibility, community investment, volunteering.
- Diversity - Diversity and inclusion, valuing difference, cultural engagement, training for employees and managers.

#### Collective/Social

- Employee voice - Communication, consultation, genuine dialogue, involvement in decision making.
- Positive relationships - Management style, teamworking, healthy relationships with peers and managers, dignity and respect.

#### Personal growth

- Career development - Mentoring, coaching, performance management, performance development plans, skills utilisation, succession planning.
- Emotional - Positive relationships, personal resilience training, financial wellbeing.
- Lifelong learning - Performance development plans, access to training, mid-career review, technical and vocational learning, challenging work.
- Creativity - Open and collaborative culture, innovation workshops.

#### Good lifestyle choices

- Physical activity - Walking clubs, lunchtime yoga, charity walks.
- Healthy eating - Recipe clubs, healthy menu choices in the canteen.

#### Financial wellbeing

- Fair pay and benefit policies - Pay rates above the statutory National Minimum/Living Wage, flexible benefits scheme.
- Retirement planning - Phased retirement such as a three- or four-day week, pre-retirement courses for people approaching retirement.

- Employee financial support- Employee assistance programme offering debt counselling, signposting to external sources of free advice (for example, Citizens Advice), access to independent financial advisers.

## **7. Human Rights and modern slavery**

The Company will respect human rights within our sphere of influence and will not tolerate human rights abuses, and will not engage or be complicit in any activity that solicits or encourages human rights abuse.

We will always strive to build trust, deliver mutual advantage and demonstrate respect for human dignity and rights in all relationships it enters into, including respect for cultures, customs and values of individuals and groups.

The Company will not use child labour and will comply with all relevant laws in this regard. We do, however, support legitimate workplace apprenticeships, internships and other similar programmes that comply with the applicable laws and regulations.

We will not use forced, bonded or involuntary labour, and workers are not required to lodge 'deposits' or identity papers with the firm and can leave after giving reasonable notice, with all wages owed to be paid. We have a zero-tolerance approach towards human trafficking and modern slavery.

Please refer to our Modern Slavery policy to learn more.

## **8. Community Investment**

We strive to provide employment and economic opportunities in the local community and collaborate on initiatives. Wherever possible we support the use of SMEs and create employment opportunities for those who face barriers to employment.

Specifically we:

- Sponsorship of materials or monetary donations to local charities and schools.
- Support local schools and charities by donating time i.e. staff participation in volunteering days.
- Supporting the surrounding community by employing local people through local government employment schemes.

## **9. Policy Governance**

Responsibility for the Corporate and Social Responsibility Policy rests with Darren Wilson. Duties include, but are not limited to:

- Ensuring that all staff in scope and appropriate external parties have read and confirmed their acceptance of the latest version of this policy
- Monitoring for legal, regulatory or industry best practice developments in relation to this policy
- Coordinate with senior management, IT, and legal counsel to communicate and review issues related to this policy
- Review and update this policy at least every 12 months, in order that it remains fit for purpose

Exceptions to this policy shall be allowed only if previously approved by Darren Wilson.

This policy has been approved by senior management and is effective from 01-Jan-2022.