

# Corporate Social Responsibility Policy Statement

This Statement details how Guess1 Design Ltd takes account of its economic, social and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate Social Responsibility we aim to align our business values, purpose and strategy with the needs of our clients, whilst upholding such responsible and ethical principles in everything we do.

The elements of this Statement cover our approach to dealing with our clients and suppliers through our principles in an effort to reduce our energy, procurement, transport, water use and other business usage to ultimately reduce our carbon footprint and overall environmental impact.

## Environment

Protection of the environment in which we live and operate is part of Guess1 Design Ltd's values and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

In this policy statement we commit our company to:

- Complying with all relevant environmental legislation, regulations and approved codes of practice
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources
- Managing and disposing of all waste in a responsible manner
- Ensuring our staff work in accordance with this policy statement
- Developing our management processes to ensure that environmental factors are considered during planning and implementation

The nature of our work as a small design agency means that we do not inherently have a high environmental impact but we still take consideration of environmental issues in the professional services we provide and endeavour to reduce our environmental impact to an absolute minimum.

The Director will ensure that the Company reduces the environmental impact of the Company by:

- Reducing all our transportation requirements wherever possible and utilising public transport and such facilities as conference call wherever possible
- Providing design proofs as pdf files wherever possible rather than making printed copies
- By using vehicles (if required) that are regularly serviced and checked with regards to their emission levels and economically use their fuel
- Sourcing and buying locally to save fuel costs wherever possible
- Ensuring that all lights and equipment are switched off when not required
- Ensuring that water is used efficiently
- Using scrap paper for drafts and notes
- Printing in mono and double sided wherever possible
- Recycling waste (shredding all business documentation and disposing of securely)
- Sourcing recycled materials whenever possible



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## Clients

The Director will ensure that we deal responsibly, openly and fairly with clients and potential clients by:

- Ensuring that all our advertising and documentation about the business and its activities are clear, informative, legal, decent, honest and truthful
- Being open and honest about our products and services and telling customers what they want to know, including what we do to be socially responsible
- We will never use pressure selling techniques
- Ensure that should something go wrong we will acknowledge the problem and deal with it immediately
- We will listen to our clients so that they can help us improve the products and services we offer to them
- We will evaluate what we do in order to constantly improve our competitive edge in the marketplace

## Suppliers

The Directors will also ensure that we deal responsibly, openly and fairly with suppliers by:

- Ensuring that we use local suppliers as much as possible
- That we will endeavour to pay on time (or ahead of time)
- Would not expect any discounts that would have a detrimental effect on their business

The operational and ultimate responsibility for the commitment to our corporate social responsibility principles lies with the Director of Guess1 Design Ltd. Every employee of Guess1 Design Ltd is expected to give their full co-operation to the above principles in their activities at work. Consultants or visitors are also expected to apply our environmental principles.

The Policy Statement will be reviewed at least annually by the Director to ensure the Company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement. We will also ensure that all necessary changes will be brought to the attention of employees as required.

Please get in touch if you've any questions regarding this statement.

Many thanks,



**Richard Oldfield**

**Director**

Guess1 Design Ltd

