

**GEM Partnership Ltd**  
**Corporate Social Responsibility and Community Policy**

**1. Introduction**

- 1.1 We recognise the mutual benefits of incorporating the principles of sustainability into our business. For GEM Partnership, Corporate Responsibility is our contribution towards sustainable development by considering environment, social and stakeholder issues in formulating our business objectives.
- 1.2 In our dealings with Clients/Candidates our policy is to provide high standards of service and safe environments. We are committed to comply with employment laws and to maintain a clean, safe and healthy working environment that provides appropriate benefits, training and personal development. We do not discriminate; we recognise equal opportunities and encourage an open culture and the involvement of all employees.
- 1.3 Our primary driver is to create value for our stakeholders and we aim to communicate and report regularly on our progress in an open and transparent way. We seek to encourage understanding, support and participation from all our stakeholders in the value created by our approach to Corporate Responsibility. We will continue to apply appropriate governance processes to deliver our Corporate responsibility objectives.

**2. Environment**

- 2.1 GEM Partnership is committed to minimising the impact of our operations on the environment. We apply a responsible and forward-looking approach to environmental issues and the principles of sustainability. We recognise the opportunity we have to positively contribute to the environment through our asset management, investment and development strategies in line with our Environmental Policy. GEM Partnership will identify and comply with all applicable legal requirements, and any other commitments to which we subscribe.

**3. People**

- 3.1 GEM Partnership 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.
- 3.2 GEM Partnership has a commitment to keeping employees informed of GEM 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.
- 3.3 Developing future talent is fundamental to GEM Partnership. New apprenticeship schemes have been introduced within the business, alongside REC training for all staff, 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.
- 3.4 GEM provides clear and fair terms of employment for its employees:
  - 3.4.1 Provides clean, healthy and safe working conditions.
  - 3.4.2 Has a fair remuneration policy everywhere we operate.
  - 3.4.3 Strives for equal opportunities for all present and potential employees.
  - 3.4.4 Encourages employees to develop skills and progress in their careers.
  - 3.4.5 Does not employ underage staff.
  - 3.4.6 Ensures that staff are aware of the Group's policies on insider trading, bribery and inappropriate gifts, money laundering and whistle blowing.
  - 3.4.7 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.

**4. Stakeholder and Networking**

- 4.1 GEM Partnership play an active role in local business community and groups by engaging with Networking groups and forums, GEM partnership actively engages with local business support functions and media outlets to promote good news stories and successes to improve local employment improvements.
- 4.2 Encourage and support employees in charitable interests, providing support, promotion and visibility of registered charitable activities undertaken by employees.
- 4.3 Liaise, network and share good practice to encourage the enrichment of local community in the improvement of employment, social and economic requirements.

**5. Regulatory and Professional**

- 5.1 GEM Partnership promote professional standards and delivery of service through the Membership of professional bodies and organisations.
- 5.2 GEM Partnership actively reaffirm their service through accreditation of good practice through regulatory organisations such as Matrix and the REC. GEM use a system of continuous improvement to maintain these standards.

**GEM Partnership Ltd**  
**Corporate Social Responsibility and Community Procedure**

**1. Introduction**

- 1.1 At GEM Partnership our philosophy is based on the principle of responsibility, not just responsibility to our shareholders but to the broad stakeholder groups we interact with and have the ability to influence. Responsible business means taking responsible decisions which are in the wider interest.
- 1.2 At GEM Partnership we fundamentally believe that through our growth and ultimate success, we can have a positive influence on the region, our society at large and the individuals and businesses we interact with.

**2. Values**

- 2.1 Encourage promotion of our values in all we do, as well positive behaviours which align with our values:
  - 2.1.1 Accountable - We have a clear and transparent structure and strategy that allows and encourages individual and collective responsibility. We take ownership of a situation and take the appropriate actions to ensure a positive and timely resolution.
  - 2.1.2 Value Driven - We consistently deliver high quality and cost-effective services that exceed expectations. We have the ability to recognise our customers' best definition of success and strive to increase our contribution to client and candidate good practice delivering an unparalleled service in the industry.
  - 2.1.3 Innovative - We deliver original, creative and thought-provoking solutions. We are willing to try new ideas and differentiate ourselves from our competitors through our imaginative and tailored solutions. All our people are encouraged to be creative in our dynamic Peterlee and Newcastle offices.
  - 2.1.4 Knowledgeable - By researching widely and sharing information and ideas, we understand the evolving demands and influences within the recruitment industry and the environments our clients operate within. As such we continually review the resources, experience and expertise within our business to ensure we are capable of delivering a comprehensive and customer-focused service.
  - 2.1.5 Partner - We engage in active dialogue with each other and our customers to establish successful and lasting partnerships, which are mutually beneficial to all. Our communication, understanding and open-mindedness are the foundations of successful and collaborative partnerships.

**3. Formalise Policy**

- 3.1 Communicate our Corporate Social Responsibility efforts in all we do through our website, Newsletters, Staff Meetings and local business and community press.
- 3.2 Develop systems and processes to structure objectives within the business, centralise and continuously review our policies. Offer training and support with any amendments and changes to policies and processes.

**4. Education and Workforce Development:**

- 4.1 Engage and support education in the community.
- 4.2 Foster young enterprise.
- 4.3 Offer work placements or work experience assignments.
- 4.4 Professionally trained team.
- 4.5 Encourage skills development.

**5. Professional and Regulatory**

- 5.1 Adhere to legislative and regulatory framework - REC and Legislation.

5.2 Be guided by industry codes of conduct – REC

**6. Business and the community**

- 6.1 Encourage staff to play an active role in the local business community and groups.
- 6.2 Support not for profit organisations/Align with prominent brands
- 6.3 Ethical procurement practice, aligned to regional growth and minimising environmental impact
- 6.4 Share good practice and network profusely

**7. Employee Interests**

- 7.1 Motivate and encourage participation within the community.
- 7.2 Support existing employee charitable interests – all charities supported are checked to ensure registered with the Charity Commission – [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

**8. Regional Promotion**

- 8.1 Actively supporting promotion of the North East by interfacing with regional businesses and agencies. Encouraging staff to attend networking events and relevant large-scale events in the region.