

WENOKES Limited

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POLICY NAME	Corporate and Social Responsibility (CSR) Policy		POLICY NO.	WP16	
EFFECTIVE DATE	3 rd March 2025	DATE OF LAST REVISION	13 th August 2025	VERSION NO.	2
ADMINISTRATOR RESPONSIBLE	Evan Stokes & Matt Wenham		CONTACT INFORMATION	contact@wenokes.com	

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	M.Wenhan & E.Stokes	03/03/2025	New Document	M.Wenham & E.Stokes
2	M.Wenham & E.Stokes	13/08/2025	Update of all sections.	M.Wenham & E.Stokes

APPROVAL AND REVIEW

This policy will be reviewed annually or sooner if there are changes in legislation, standards, or industry expectations. CSR progress will be monitored quarterly and reported to senior management as part of WENOKES' management review.

SCOPE

This policy applies to:

- All WENOKES Limited operations, projects, and offices.
- Employees, contractors, and subcontractors working on behalf of the company.
- Suppliers, partners, and third parties engaged by WENOKES.

POLICY STATEMENT

WENOKES Limited is committed to conducting business in a socially responsible, ethical, and sustainable manner. We recognise our responsibility to our people, clients, communities, and the environment. Our CSR approach aligns with the principles of ISO 26000 (Social Responsibility) and complements our commitments under ISO 9001 (Quality), ISO 14001 (Environment), and ISO 45001 (Health & Safety).

TERMS AND DEFINITIONS

TERM	DEFINITION
Corporate Social Responsibility (CSR)	A company's duty to operate ethically, sustainably, and with regard to its social, environmental, and economic impacts.
Biodiversity	The diversity of plant and animal life in a specific habitat or ecosystem, which WENOKES aims to protect and improve through its activities.

Ecology	The relationship between living organisms and their environment, considered in project planning and environmental management.
Community Engagement	Establishing positive relationships with local people, businesses, and organisations in areas where WENOKES operates.
Fair Labour Standards	Employment practices that guarantee fair wages, safe working conditions, reasonable hours, and respect for workers' rights.
Freedom of Association	The right of workers to join trade unions or workers' associations and to participate in collective bargaining without facing discrimination or retaliation.
Collective Bargaining	Negotiation between employers and workers' representatives to agree on employment terms and conditions.
Ethics	Principles of honesty, fairness, and integrity guiding WENOKES' business conduct.
Human Rights	Fundamental rights and freedoms that belong to every person, including the right to fair treatment, safety, and dignity at work.
Discrimination & Harassment	Unfair treatment or unwanted behaviour directed at individuals based on protected characteristics or personal attributes, creating an intimidating or hostile environment.
Child Labour	The use of children in work that deprives them of their childhood, education, or harms their health and development — strictly prohibited at WENOKES and throughout its supply chain.
Forced or Bonded Labour	Work carried out involuntarily under threat or coercion, including bonded or prison labour, which WENOKES strictly forbids.
Remuneration	The total pay and benefits an employee receives for their work, which must be fair, transparent, and compliant with legal requirements.
Sustainable Procurement	Acquiring goods, services, and works in a manner that delivers value for money while reducing environmental impact and supporting social responsibility.
Greenhouse Gas (GHG) Management	The monitoring, reduction, and reporting of carbon and other emissions that contribute to climate change.
Sustainable Waste Management	Practices that prioritise waste reduction, reuse, and recycling to minimise landfill waste and environmental impact.
Sustainable Water Management	The responsible use and safeguarding of water resources to minimise waste, pollution, and over-consumption.
Pollution Management	Measures implemented to control, reduce, or eliminate emissions and discharges to air, land, and water, excluding waste that is managed separately.
Working Hours	The hours employees are expected to work, which must adhere to legislation, industry standards, and respect for employee wellbeing.
Disciplinary Practices	Fair, transparent processes for handling misconduct or performance issues, always in accordance with employment law and employee rights.
Sustainability Collaboration	Collaborating with clients, suppliers, industry bodies, and communities to exchange knowledge and enhance sustainability outcomes.

POLICY SECTIONS

Our Commitments

<ol style="list-style-type: none"> 1. Ethical Business Practices <ul style="list-style-type: none"> o Operate with integrity, transparency, and accountability in all business dealings. o Comply with all applicable laws, regulations, and industry standards. o Zero tolerance for bribery, corruption, fraud, or unethical behaviour. o Maintain fair competition and respect for intellectual property. 2. People & Workplace <ul style="list-style-type: none"> o Provide a safe, healthy, and inclusive workplace for all employees. o Promote equality, diversity, and inclusion in accordance with our EDI Policy. o Support employee development through training, apprenticeships, and career opportunities. o Ensure fair pay, respect for human rights, and compliance with the Modern Slavery Act 2015. 3. Environment & Sustainability <ul style="list-style-type: none"> o Minimise environmental impacts by managing waste, emissions, and energy use. o Deliver on our Carbon Management Policy and make progress towards Net Zero. o Apply sustainable procurement principles in line with ISO 20400. o Promote responsible resource use and circular economy practices. 4. Community Engagement <ul style="list-style-type: none"> o Support local communities where we operate through employment, skills development, and supply chain opportunities. o Engage with local SMEs, charities, and community initiatives.

- Promote apprenticeships, training, and outreach programmes to develop future skills.
- 5. Supply Chain Responsibility
 - Require suppliers and subcontractors to comply with WENOKES' CSR standards, including ethics, labour rights, and environmental commitments.
 - Encourage suppliers to adopt responsible business practices and innovate in sustainability.
 - Audit and monitor supplier performance in high-risk categories.
- 6. Governance & Transparency
 - Report progress on CSR objectives to senior management and stakeholders annually.
 - Establish KPIs to monitor performance across environment, social value, and ethics.
 - Encourage feedback from employees, clients, and communities to foster improvement.

Implementation

- Integrate CSR commitments into all aspects of business planning, operations, and procurement.
- Provide training and awareness sessions for staff on CSR responsibilities.
- Incorporate CSR considerations into contracts, supplier evaluations, and client reporting.

Monitoring & Review

- Monitor CSR performance through internal audits, KPIs, and management reviews.
- Publish an annual CSR report summarising progress, challenges, and future objectives.
- Review and update the CSR Policy annually to maintain its relevance and effectiveness.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Board / Senior Management	Provide leadership and ensure resources are allocated to CSR initiatives.
CSR Lead / Sustainability Team	Manage CSR strategy, reporting, and continuous improvement.
Managers / Supervisors	Promote CSR principles in day-to-day operations and project delivery.
All Employees	Act responsibly, ethically, and sustainably in their work.
Suppliers & Contractors	Demonstrate compliance with WENOKES' CSR commitments and cooperate with audits.

Signed: 

Matt Wenham
WENOKES Limited
Date: 13/08/2025

Signed: 

Evan Stokes
WENOKES Limited
Date: 13/08/2025