

## Corporate Social Responsibility Policy

### General Statement

As a provider of various cleaning services, Future Cleaning Services Ltd recognises the need to interact with all clients, our staff, suppliers, plus the wider community. It is therefore crucial that we behave in a socially responsible manner, understanding social and environmental concerns and operate in a way that adds value.

Our Corporate Social Responsibility Policy covers:

- Employees
- Community
- Equal Opportunities
- Health & Safety
- Environment
- Energy

### Employees

Future Cleaning Services Ltd acknowledges that the foundation of our success is our employees. We aim to have a higher than average, retention rate within our industry due to our approach to managing our staff. Each member of staff has access to a structured training programme based on their individual requirements and aspirations. We encourage development and training primarily within the cleaning industry and also in other areas, which will allow an employee to gain education and develop potential or life skills.

### Community

We are aware that we have a responsibility to contribute to the local community and the company contributes to various charities and community projects.

### Equal Opportunities

Future Cleaning Services Ltd is committed to equal opportunities in both our employment practices and our services to clients. We believe that equal opportunities practice promotes an efficient organisation and effective service delivery. Future Cleaning Services Ltd aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of race, colour, ethnic or national origins, marital status, gender, sexual orientation, age, disability or religious beliefs.

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## Health and Safety

Future Cleaning Services Ltd health and safety system is accredited with CHAS and Safe Contractor, ensuring that we identify and manage risk in a proactive manner. We are committed to looking after the health and safety of all employees, clients and visitors. It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for everyone and to provide any information, training and supervision needed for this purpose.

## Environmental

Our policies aim to minimise production of waste products, promote re-use and recycling of materials and prevent damage to the environment. Our Environmental Management System has been accredited to the ISO 14001 standard.

Waste-saving initiatives are implemented such as accepting, submitting and receiving tenders in electronic format and producing electronic invoices wherever possible. When we do produce waste, we ensure we recycle. Materials we recycle include paper, cartridges, plastics, cans and glass.

## Energy

Future Cleaning Services Ltd is aware of the importance of efficient and cost-effective energy solutions to reduce the overall impact on the environment. Therefore we are always striving to reduce our energy usage. We ensure all monitors are flat screen, and print only if necessary. All equipment is switched off when not in use to save energy. All staff are encouraged to save energy wherever possible including in the use of vehicle miles.



Charles Chisholm  
Chief Executive

1st February 2019

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