



# Community Responsibility Policy

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## STATEMENT OF GENERAL POLICY

### POLICY AIMS AND SCOPE

TB Davies is committed to ensuring that our communities benefit from our business and that we also act in a socially responsible way at all times. As a family business, with a heritage spanning four generations, we seek to combine traditional family values with a dedication to keeping our colleagues, community and customers safe. TB Davies, as such, will conduct its business with a broader sense of community and responsibility than merely its immediate area and will seek to do so on a continuous basis.

#### Our commitment:

- To work in line with our values at all times and to work in an ethically and socially conscious way.
- To act responsibly as a business in relation to relevant legislation and policies we have in place including our Anti-Bribery, Anti-Corruption and Ethics Policy, Health and Safety Policy, Environmental Policy and Equality and Diversity Policy.
- To provide employees with opportunity to volunteer and fund-raise for charities and causes we feel passionately about and which impact on the communities in which we work and live.
- To work as a team in supporting these efforts from colleagues and in enabling this commitment from them.
- To act with honesty and integrity in the way we develop our business, placing the utmost attention on the safety and wellbeing of our stakeholders.
- To review our actions in line with our community and charity efforts on at least an annual basis and adjust policies and practices accordingly.

Mat Gray  
Director

David Gray  
Managing Director

Issue Date: August, 9th, 2017  
Review Date: August 9th, 2018

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## RESPONSIBILITIES

Overall and final responsibility for community and charity activities is that of:

Mat Gray  
Company Director

All employees will have responsibility for ensuring this policy is fully implemented and that action is taken to monitor that everyone is complying with it. They will ensure any breaches are reported and support any necessary actions or sanctions as a result.

Breaches of the policy by employees are unacceptable and will be dealt with under the disciplinary procedures.

This policy however, applies to all employees and any associated persons acting on our behalf. This includes employees at all levels, directors, agency workers, volunteers, contractors, and third party consultants or representatives.

## FUND-RAISING AND VOLUNTEERING

As a business, TB Davies is committed to supporting up to five days of voluntary activity each year from employees. This time will be provided and paid as a normal working day. Employees who wish to partake in voluntary activity must speak to a Director and receive permission before doing so. However, every effort will be made by Directors in order to enable employees in doing this.

The Community and Charity Steering Group will meet every six months in order to review voluntary activity and encourage further participation where necessary.

Fund-raising activity should be approved by a Director or the Community and Charity Steering Group and should be in aid of the elected sponsored charity of the year (see below). The steering group will communicate a fund-raising target each year for colleagues to jointly work towards.

## SPONSORED CHARITIES

Following indication from the Community and Charity Steering Group each year, all employees have the right to nominate a charity that TB Davies could sponsor for the subsequent year. These nominations will be shortlisted by the steering group and all employees will vote for their chosen charity on the shortlist. This chosen charity will be the recipient of fund-raising sums and sponsored events throughout the year.

The steering group will make their selection based on impact on local communities and personal links to those working the business or the ethos of the business.

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## OTHER SPONSORSHIPS AND ENDORSEMENTS

The Company may sponsor local sports teams or events, given that the Managing Director agrees to this. Any employees with suggestions of this nature should liaise with members of the Community and Charity Steering Group who will put this forward to the Managing Director for discussion.

## ETHICAL BUSINESS PRACTICES

TB Davies will work in line with all other policies in place such as our Anti-Bribery, Anti-Corruption and Ethics Policy, Health and Safety Policy, Environmental Policy and Equality and Diversity Policy in order to ensure that our business is conducted ethically.

We will also seek to provide discounts for organisations in the voluntary or charity sectors as well as sourcing products and services for our business as locally as practical, supporting our aim to boost the economy in our local area.