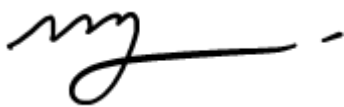




# Corporate Social Responsibility Policy

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Date last reviewed:	31/07/2025	
Effective from:	01/08/2025	
Date of new review:	31/07/2026	

# Scope

This policy applies to all employees of Apprentify Group Limited and all its subsidiaries (the Organisation), regardless of seniority or site.

Any reference to Apprentify Group Limited in this policy also includes all subsidiary companies.

# Definition

Corporate Social Responsibility (CSR) is a concept whereby an organisation recognises that its business operations and processes may have an impact on social, economic and environmental issues outside of the workplace. It also represents a commitment to ensuring and maintaining socially responsible behaviour in an organisation.

# Objective

We seek to sustain a business that is successful and respected in its ethical standing by our stakeholders. These include customers, clients, investors, regulators, suppliers and the community. We embrace the role our business plays on a day-to-day basis in contributing to a better society.

# Policy

We are aware that the running of our business will, in many ways, affect our place of work, the community and the wider environment in which we operate. We believe that the way we run our business can and should make a positive difference in these areas and we aim to ensure that continued efforts are made to achieve that.

Our corporate social responsibilities are identifiable in the following areas:

## Environment

With regard to the business' impact upon the environment and sustainability, we are committed, amongst other initiatives, to:

- efficient printing, including only printing when necessary, using recycled materials where possible and turning off printers when not in use;
- reducing the amount of waste produced by the business;
- ensuring that water/electricity is used responsibly by our staff;
- recycling materials as extensively as possible;
- using technology to lessen the need for travel;
- using public transport or electric vehicles wherever possible when travelling is unavoidable.

## Charitable/community work

Our Organisation is keen to support and become involved in community initiatives and charitable work. We do this in the form of sponsorship, donations to national and local charities which may be suggested by our employees, and the funding of community projects. Every suggestion is given due consideration by our CEO.

In addition to the above, all employees are eligible for one 'Charity Day' per year. This is a day's paid leave that employees can use to undertake work that supports a not-for-profit organisation/project or raise money for charity.

## Education

As an education provider, we recognise the importance of education in our community and supporting individuals during this process is key to advancement. We actively encourage our employees to take up training courses, often funded by ourselves, and we offer work experience placements in partnership with local schools.

## Our employees

We keep our employees fully informed of our policies and procedures and we encourage them to share their ideas with us on both internal processes affecting them, and the way our service is provided to customers/clients. We maintain an open and honest approach to all of our communications.

We recognise that employment forms a significant part of our Organisation's CSR. We support our employees' financial, mental and physical wellbeing through our private medical insurance policy, life assurance policy and employee assistance programme. We also offer enhanced parental leave pay and pension contributions to support our employees through various life stages.

## Equal Opportunities

We are committed to providing an environment of equal opportunities for all members of our workforce. No account of any of the protected characteristics set out in the Equality Act 2010 shall be taken to a detrimental effect in any decision involving recruitment, promotion, provision of facilities etc. See our (Equality, Inclusion and Diversity Policy or Equal Opportunities policy\* delete as applicable) for more detail in this regard.

## Business partnerships

We will strive to engage with local suppliers and businesses where possible to meet the business' operational needs, to support businesses within our area and decrease our carbon footprint.

In respect of our entire CSR initiative, we expect no lesser standards from our suppliers and business partners.

## Ongoing commitment

We are fully committed to the principle of CSR and aim to ensure that no relevant policy decisions are made within the business, without first evaluating the potential CSR impact.