



Company Policy

Corporate Responsibility Policy

Form / Procedure Reference BMSP-46 Issue 13

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Issue 13

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1 About this document

1.1 Purpose

This policy exists to set out the responsibilities of *Fundamentals* and those who work for and with *us* regarding the community and environment in which *we* exist; to *our* past, present and potential future *employees*; and to other *stakeholders*.

It also provides an indication to *stakeholders* of what they can expect of *Fundamentals* when working in or around *us*, and when *we* operate in a community and environment.



1.2 Definitions

Within this policy the following definitions apply:

Fundamentals	is Fundamentals Limited and its subsidiaries;
We, us, our	refers to <i>Fundamentals</i> ;
Stakeholder	refers to anyone who <i>we</i> meet or work with (including actual and potential clients, customers, business contacts, and government and public bodies, including their advisors, representatives and officials, politicians, and public parties) and anyone in the locality of where <i>we</i> work or who may be impacted by our operations;
Employees	includes directors, employees, trainees, contract staff, seconded staff, agency staff, home workers, casual workers, volunteers, interns, agents and sponsors;
You, your	refers to anyone to whom the policy applies.

2 Policy statement

Fundamentals was established in 1994 to solve a voltage control problem in electrical grids. Since then the primary focus of our work is improving the health and performance of the electrical grid, but *we* are intent on solving problems whatever the field. Some factors in our success are having a great relationship with our customers and creating a great place to work.

Fundamentals has some basic values which are the minimums *we* expect of *our employees* and business partners including respect, integrity, be nice and do *your* best. *Our* communities and *stakeholders* have a right to expect the way *we* operate to be consistent with these values.

Fundamentals has further values which *we* promote including delivering wow, a 'yes we can' attitude, sharing knowledge and experience and having fun and being happy. *Our* communities and *stakeholders* should see these values within *our* corporate responsibility policy.

The clarity of *Fundamentals'* purpose leads *us* to the following objectives for *our* corporate responsibility policy:

- ▲ *We* want people to live and work in happy, caring communities and a pleasant environment, with everyone treating each other with respect;
- ▲ *We* want people, from all backgrounds and walks of life, to fulfil their potential to the best of their ability;
- ▲ *We* want to use our skills to help others in our communities – where people have need, *we* should help where *we* can;
- ▲ *We* want to use our skills to address societal issues and create sustainable communities and environments;
- ▲ *We* recognise the value of diversity and wish to support and encourage diverse populations; and;
- ▲ *We* want integrity, respect and fairness to all at the heart of all business activity.



3 Who is covered by the policy?

This policy applies to all *employees of Fundamentals*, no matter where they are located (within or outside the UK). *We* also wish to promote *our* policy objectives to our business *stakeholders* and for use within their organisations.

4 Policy in action

4.1 Employees and Colleagues

In pursuit of helping our employees and young people to fulfil their potential *we* will

- ▲ run an apprenticeship scheme and use apprenticeships as the method of choice for building our workforce; and
- ▲ provide opportunities for personal, academic and professional development for our employees.

In pursuit of a happy, caring workforce and a pleasant work environment *we* will

- ▲ seek to encourage and promote activities and behaviours by employees which are consistent with our values. Conversely, *we* will aim to identify and address behaviours which demonstrate negativity to our values.

In pursuit of happy, caring communities and a pleasant environment *we* will

- ▲ seek to encourage and promote external charitable, social or community activities by our employees, and will seek to support these where appropriate.

In pursuit of encouraging diversity and employees from many backgrounds, *we* will

- ▲ regularly review our working practices to eliminate practices which have unnecessary unbalanced impact on groups of employees with common characteristics; and
- ▲ operate a childcare voucher scheme and other similar schemes to assist parents in maintaining their employment and lifestyle through family life.

4.2 Recruitment

In pursuit of encouraging diversity and employees from many backgrounds, *we* will

- ▲ regularly review our recruitment approach and employment terms to adjust practices which have unbalanced impact on groups of employees with common characteristics; and
- ▲ consider if it is appropriate to positively bias our recruitment practices to support population groups who are inappropriately unrepresented within different sections of our employees.

4.3 Environment and Sustainable Communities

In pursuit of sustainable environments, *we* have



- ▲ a comprehensive environmental policy supervised by an environmental committee that meets regularly and maintain ISO 14001:2015 certification.

In pursuit of sustainable communities and environments *we* will

- ▲ aim to support *employees* who wish to cycle to and from the office.

In pursuit of sustainable communities, *we* will

- ▲ engage with schools local to *our* operations to provide a local source of employment for school leavers, and *our* charitable support targets local charities.

4.4 Business ethics

In pursuit of integrity *we* are

- ▲ committed to the highest ethical and legal standards in the conduct of *our* business.

Your actions and conduct are key to maintaining these standards. This is formalised in the Anti Bribery, Corruption and Tax Evasion policy¹ that applies to all *employees* of *Fundamentals* and *our* business partners.

In pursuit of respect and fairness to all *we* are

- ▲ committed to ensuring that there is no modern slavery or human trafficking in any part of *our* business or supply chain (section 4.5).

4.5 Supply Chain

In pursuit of integrity, respect and fairness to all

- ▲ *we* are committed to ensuring that there is no modern slavery or human trafficking in any part of *our* business and
- ▲ *we* will extend this with “one-up” due diligence on the next link in the supply chain.

(This statement is made pursuant to section 54(1) of the UK Modern Slavery Act 2015 and constitutes Fundamental's slavery and human trafficking statement for the current financial year.)

4.6 Charitable activities

In pursuit of happy, caring communities, a happy, caring workforce and using *our* skills to address societal issues, *we* will

- ▲ organise, promote and carry out charitable activities in a fun manner to provide support to appropriate charities, with emphasis on those benefiting the communities in which *we* operate; and
- ▲ encourage charitable activities with a sense of personal achievement and adventure, or that require *our* particular skills for great effect, to achieve good buy in from employees and a sense of achievement, fun and personal benefit in addition to charitable support.

¹ BMSP-50 Anti Bribery, Corruption and Tax Evasion policy



5 Signature and date

Approved:

Vincent Thornley (Managing Director)

Date: 21/02/2022

Date Reviewed	Next review date	Issue No.	Changes (most recent first)	Process owner	Approver
21/02/2022	21/02/2023	13	Policy name changed from Corporate Social responsibility to Corporate Responsibility	Operational Systems	V Thornley
18/10/2021	18/10/2022	12	Logo changed	Operations	J Hiscock
29/09/2021	29/09/2022	11	Reviewed and signed, logo changed, Fundamentals Ltd changed to Fundamentals Group.	Operations	J Hiscock
10/08/2020	10/08/2021	10	Reviewed and re-signed	Operations	J Hiscock
30/01/2019	30/01/2020	9	Reviewed 26/2/10 , no changes, not up-issued	Operations	J Hiscock