



# Corporate Responsibility

**BMSP-46 Issue 15**

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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:

<i>Fundamentals</i>	is Fundamentals Limited and its subsidiaries;
<i>We, us, our</i>	refers to <i>Fundamentals</i> ;
<i>Stakeholder</i>	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;
<i>Employees</i>	includes directors, employees, trainees, contract staff, seconded staff, agency staff, home workers, casual workers, volunteers, interns, agents and sponsors;
<i>You, your</i>	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. Factors in *our* success include having a great relationship with *our* customers and creating a great place to work.

*Fundamentals* has 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* to fulfil their potential we will

- run an apprenticeship scheme and use apprenticeships as the method of choice for building and developing *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
- support flexibility to assist *employees* in maintaining their employment and lifestyle throughout the different stages of their lives and careers

## 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
- develop recruitment practices to ensure we reach under-represented groups and support them to actively participate in recruitment and employment.

## 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 and groups local to *our* operations to provide a local source of employment, e.g. for school leavers and those returning to employment; 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.

*Our employees'* actions and conduct are key to maintaining these standards. This is formalised in the Anti Bribery, Corruption and Tax Evasion policy<sup>1</sup> that applies to all *employees* of *Fundamentals* and *our* business partners.

## 4.5 Modern Slavery

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

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<sup>1</sup> BMSP-50 Anti Bribery, Corruption and Tax Evasion policy

- 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.

Signed as approved by:



Date: 05/10/2023

Vincent Thornley (Managing Director)

### Version Information

Date reviewed	Next review date	Issue No.	Changes (most recent first)	Process owner	Approver
<b>05/10/2023</b>	<b>05/10/2024</b>	<b>15</b>	<b>Owner and formatting updated</b>	<b>Systs &amp; Procs</b>	<b>Leadership team</b>
<b>05/10/2022</b>	05/10/2023	14	Rebranding and annual review.	Operational Systems	Leadership team
<b>21/02/2022</b>	21/02/2023	13	Policy name changed from Corporate Social responsibility to Corporate Responsibility	Operational Systems	MD
<b>18/10/2021</b>	18/10/2022	12	Logo changed	Operational Systems	MD
<b>29/09/2021</b>	29/09/2022	11	Reviewed and signed, logo changed, Fundamentals Ltd changed to Fundamentals Group.	Operational Systems	MD
<b>10/08/2020</b>	10/08/2021	10	Reviewed and re-signed	Operational Systems	MD