



# Approach to Corporate Social Responsibility

Introduced: July 2023

Next review date: July 2025

As a company we want to ensure everyone experiences a workplace where we look out for and after each other, treat each other fairly and with dignity and respect, have our voices heard, feel a sense of belonging, work in an environment where we can thrive, succeed, have fun and feel that we make an important contribution. What's good for our employees is good for We Are Ease Ltd.

We have a number of measures in place which support this commitment:

## Our Company Values

Integrity - being honest and keeping our word;

Collaboration - working hard together;

Cheerfulness - making humour the heart of morale;

Accountability - owning our actions; and

Professionalism - doing our jobs with skills, competence, ethics and courtesy.

## Our Code of Conduct for our Senior Managers

The Code of Conduct sets out a range of examples as to how Senior Managers at We Are Ease Ltd can role model the values and behaviours expected of their team members, fulfill their duties and ensure decision making is fair and transparent.

### Integrity

- We build strong relationships with our team members, suppliers and clients;
- We pick up the phone regularly to strengthen our relationships, prevent misunderstandings, and keep key players in loop;
- We provide excellent client service;
- There is no say/do gap in the way we work;
- We act with honesty and integrity at all times and in all that we do and say.

### Collaboration

- We value inclusivity and the perspectives of others;
- We communicate openly and effectively;
- We remove all barriers and take a solutions orientated approach to our work;
- We give and receive appreciation frequently to show our thanks and respect for our team members;
- We deliver as one team.



We Are Ease Ltd, The Pavilion, Moorhaven, Bittaford, Ivybridge, Devon, PL21 0TZ

Company Reg No.: 10436920. VAT No.: 257842767. Reg. Address: c/o Mark Holt & Co, 7 Sandy Court, Ashleigh Way, Langage Business Park, Plymouth, PL7 5JX

## Cheerfulness

- We demonstrate a passion for our business;
- We are our authentic selves at work and express all our emotions;
- We seek out non-work opportunities for bonding to make genuine connections and close friendships with our team members, suppliers and clients, both current and prospective ones;
- We do what we can to make the working environment a happy one.

## Accountability

- We plan meetings in advance to enable all attendees to complete any pre-work, we have an agenda and we have 'check ins' at the start;
- We prioritise safety, quality and wellbeing in our decision making;
- We fall forwards, learn from our mistakes and move on;
- We own our own performance and development and encourage our team members to do the same.

## Professionalism

- We lead by example and treat others with respect;
- We make decisions that are fair and based on the different needs, wants and preferences of our clients, suppliers and team members;
- We share our views openly with Senior Managers and ask for help when we need it;
- We keep ourselves up to date professionally and share our learning with others;
- We improve performance through conversations;
- We support our staff, we've got their back and when their lives take an unexpected turn we make sure they get the time and support they need.

## Our Approach to Family Friendly and Flexible Working Rights

We want to find solutions which balance the needs of the business and the needs of our employees and their loved ones, so encourage colleagues to please and talk to us and we'll do whatever we can to tailor our support to them and their needs.

## Our Support for our Local Communities, Charities and Initiatives

Ease are very committed to supporting local communities, charities and initiatives. Whether that be painting the local community centre, volunteering in a local charity shop or giving blood we want to support our employees in carrying out these activities by allowing 2 paid days off per year in pursuit of such activities. Time off should be booked in the same way as annual leave and is subject to the same consideration of workloads etc. All we need in return is a couple of paragraphs in an email (and maybe a photo or two!) stating what you did, where, when and why so we can promote your good work!



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## Our Approach to Learning and Development

We Are Ease Ltd will provide appropriate training for all employees, whatever level and position they are within the business.

The objectives of any training are:

- i. To enhance current job performance.
- ii. To ensure statutory and company rules, regulations and procedures are adhered to.
- iii. To support the employee in ensuring We Are Ease Ltd's goals and objectives are achieved.

In addition, and wherever possible, we will support opportunities for career advancement. Personal development, career advancement and CPD opportunities identified by employees seeking progression and/or maintaining professional memberships through CPD will be either funded in full or part funded where there is a synergy with the business's needs. Time off for study and course fees will be considered and an appropriate agreement reached on an individual basis. We encourage all colleagues to come and speak to us about this.

## Our Support for Professional Subscriptions



We Are Ease Ltd will reimburse one professional subscription per employee, per year, through the expenses process and on the production of receipts, as long as the professional membership is a job requirement, as detailed on the role profile. This is in addition to the CIOB membership, which is a company requirement.

## How we Recognise Long Service

After every 5th year of service with We Are Ease Ltd we have a chat with our colleague and provide something meaningful to them (and their loved ones if they want to share it) to celebrate their loyalty to us, on us.

## Our Sabbatical Policy

After 7 years of service with Ease all staff are invited to take a fully paid 6 week sabbatical break in addition to their normal annual leave. This is to recognise loyalty and give staff the opportunity to spend time with their family, travel, pursue hobbies and interests, etc. and most importantly to have a complete break from work and recharge batteries.

Signed:  Date: 22/6/23 Signed:  Date: 22/6/23 .

Andy Cook, We Are Ease Ltd Director

Dafydd Hollyman, We Are Ease Ltd Director



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