

## Regulatory Finance Solutions Ltd

ORGANISATION SIZE / Small Business (up to 50 employees)

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### BRIEF SYNOPSIS OF YOUR CSR APPLICATION

As a small, local employer, we recognise the impact that our actions have on our employees, neighbours, the local community, and the wider environment. 2019 has seen CSR pushed to the top of the company's agenda, with updates listed at every board meeting, an accountable director and the 'Happy Green Group' monthly meetings to ensure we are doing the best we can for the environment, our employees, our community, our clients and our supply chain. Our CSR application is based on our values. The changes we have made to date have had a huge, positive effect on everyone close to us. Some changes have been small, such as turning lights off when rooms are empty, changing to recycled paper for the printers and setting maximum printing targets. Others are larger and include Board approval for 1.5 days volunteering per year, making provision for more natural light within the office and recycling nearly all our office waste. The highlight of the fundraising calendar this year is the 'Three Peaks Challenge' – a gruelling 23-mile hike with a total ascent of 3,064 metres, completed within 24 hours and raising money for our chosen charity of the year. The most obvious effect of our CSR efforts (excluding the increasing fitness of the walkers) is in the morale of staff. Changes have been embraced and people focus on where further improvements can be made. We intend to maintain the momentum and be a leader within both our business sector and local community.

### OVERALL SUMMARY

#### 1.0 CSR Environment - Energy:

RFS has a formal Environment Policy

Energy: RFS are committed to reducing the amount of energy used as much as possible. The energy consumption and efficiency of new products will be considered when purchasing. For example: RFS are also looking into energy efficient water heaters for tea / coffee facilities to limit the use of inefficient energy kettles periodically used over the working day.

RFS have installed motion sensor lights. These shut down when there is no movement picked up. RFS have also reached out to their energy provider to apply for a smart metre to monitor electricity usage.

There is an enforced switch off with all computers at the end of the working day including monitors. Rooms not in working use – have all doors, windows and heating turned off.

Heating / air con is also turned off over weekends and holiday periods of time.

RFS are looking into making their glass windows – more efficient, using screening that retracts the heat in the summer and attracts within the winter.

#### 1.2 CSR Environment - Natural resources:

Water Saving - All the toilets in RFS have a light and full (dual) flush system. The toilets also have immediate shut of taps.

Dishwashers are run solely overnight and when the dishwashers are full. All staff commit to filling the dishwasher and it is never half run.

For further Natural Measures we have committed to minimise the use of paper in the office. We reduce and reuse as packaging as much as possible.

RFS used the equivalent of 14 trees in

2018 and all employees have committed to reducing that in 2019 to 10 trees. The plan to go forward will be to reduce each year this number until we are able to be effectively working within a paperless working environment.

#### Sustainable resource:

RFS has committed to buy recycled and recyclable paper products.

All staff of RFS - reuse and recycle all paper where possible – the whole company support this and have dedicated recycle points within the break areas. These include, paper, plastic, tin, batteries, printer cartridges and more.

Printer cartridges are recycled by the company we purchase them from

Financial For example – RFS have changed their paper buying from standard reams at a cost of £2.65 and now cost £2.49 Which is an 16p saving on all reams purchased.

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## 1.3 CSR Environment - Travel:

RFS Environmental Policy covers all of Travel.

RFS also have a Working from Home Policy

RFS have already introduced a "reduce the need to travel" restricting to necessity trips only. We will promote the use of travel alternatives such as e-mail or video/phone conferencing. We make additional efforts to accommodate the needs of those using public transport.

RFS supports agile working – meaning less travel into the office for employees. RFS also promotes a cycle to work scheme as well as car sharing.

RFS encourages use of public transport for employee travel and takes due consideration when booking business travel. We also promote our Cycle to work scheme and some employee's car share where possible.

## 1.4 CSR Environment - Environmental supply chain management:

RFS has a CSR Policy and the Anti Slavery & Human Trafficking Statement

RFS utilise a company called Shred-It – which supports sustainable environmental needs. For every two bins filled this saves two trees. And overall amount saved per year by RFS is 24trees (based on 2018)

RFS purchases Fresh Fruit and Milk for the employees by local Suppliers

## 1.5 CSR Environment - Waste:

There is no Waste Management Policy in place but RFS does have regular Dry Mixed recycling collected for recycling purposes, which all staff are made aware of and encouraged to support. Other items are also recycled where facilities are available.

RFS has a regular local paper shredding service for our confidential waste, of which the documents are securely recycled (this also supports saving trees) Our saving for 2018 using Shred-it confidential waste, we are saving 24 trees a year

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File Upload <https://csr-accreditation.co.uk/wp-content/uploads/vfb/2019/04/Corporate-Social-Responsibility-Policy-4.0.docx>

File Upload <https://csr-accreditation.co.uk/wp-content/uploads/vfb/2019/04/Working-from-Home-Policy-3.0.docx>

File Upload <https://csr-accreditation.co.uk/wp-content/uploads/vfb/2019/04/Anti-Slavery-Human-Trafficking-Statement-4.0.docx>

## 2. CSR Workplace

Labour practices – we operate a low risk supply chain. Suppliers are inspected for signs of modern slavery and human trafficking, we ask to see their policies and binding clauses are inserted into contracts. Our website has a regularly updated modern slavery statement - <http://www.rfs.co.uk/company/anti-slavery-and-human-trafficking-statement/>.

Employment contracts and practices comply with legislation including maternity/paternity rights and protection for carers. Holiday allowance is generous, everyone is paid above the living wage, the working environment is modern, clean, safe, warm and has disabled facilities. Recruitment and promotion are fair and non-discriminatory, based solely on ability and performance. We recognise that some groups are under-represented and we address this by considering CVs from specific groups during the recruitment process. Working

hours are within legislative requirements, with flexible working utilised wherever possible, including home working and flexibility in hours worked. Time off is given for medical appointments and private medical insurance is provided as a benefit. Disciplinary and grievance practices follow ACAS guidelines and we are a 'Mindful Employer'. The Human Rights Act is observed in everything we do.

Health and Safety - ours is an office environment and Health and Safety practices are compliant with current legislation including having fire marshals and first aiders. A qualified member of staff is responsible for the area and conducts regular checks and new employees have a thorough induction.

Education – Training in modern slavery and the supply chain is to commence in Q2 2019, as well as in a wider range of topics.

Data protection – we respect the rights and freedoms of data subjects (employees and third parties) by ensuring we are compliant with the GDPR, PECR and the DPA 2018. Our data protection officer updates the Board on a monthly basis and is responsible for relevant policies and privacy notices. Applicable contracts contain data protection clauses.

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## 3. CSR Community

Employees are encouraged to network at community and industry events, many of which are in support of charitable organisations.

RFS makes donations and supports fundraising for various charitable causes. A number of employees are trustee members for local schools and community projects, which the business recognises and supports.

Volunteering – Our chosen charity for 2019 provides us with volunteering opportunities. The Board has approved every employee taking 1.5 days per year as extra paid leave to carry out some volunteering.

We are planning to combine team building events and our chosen charity with volunteering and are currently sourcing opportunities where our teams can work together.

Community – apart from supporting a local charity, RFS recruits apprentices, supporting and developing youth in the local community. We also take work experience students wherever possible.

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## 4. CSR Philanthropic

Charity of the year – staff voted for which charity they would like to support in 2019 and chose locally-based 'Brighter Futures'.

Fundraising ideas and events can be found on the screens within the office, on the intranet and emails are sent around advising what is happening and when. All staff are encouraged to be involved.

Recent and upcoming events and activities include: sale of unwanted Christmas presents, a book sale, a cake sale, the London Marathon, the Three Peaks Challenge, a raffle, sponsored cycle rides and a bake-off. Group events are chosen by our 'Happy Green Group' and are designed to appeal to a range of abilities and interests so that everyone feels included.

In previous years, we have supported the local hospice and the Injured Jockey Fund and raised money for a school to be built in Fiji. The company adds to whatever money employees are able to raise.