

## CLPM Ltd

ORGANISATION SIZE / Small Business (up to 50 employees)

Jules Chard

The Pavilion,  
Micklefield Hall  
Sarratt Lane  
Sarratt, Hertfordshire  
WD3 6AQ

### BRIEF SYNOPSIS OF YOUR CSR APPLICATION

CLPM Ltd is a Construction Cost and Project Management consultancy with 20 employees. We work in a support capacity with people who are building or renovating their homes. We offer help with various areas through the life of the build or renovation. It is imperative we are seen as a trustworthy firm to work with and for. We advocate clear and honest communication with all our stakeholders. It is important our vision of caring for our clients, colleagues and community is evident in both our daily actions but also documented and illustrated.

CSR is important to CLPM so we can demonstrate that social responsibility and care for our staff, clients and our community is as important as the business profits. And we hope, attracts like-minded individuals to work with and for us.

Independence in our working relationships and transparency of our policies is a commitment we make to all our stakeholders, and our staff are encouraged to engage with us in this vision and help with best practice in all areas of our business and our responsibilities to the local and global community.

### OVERALL SUMMARY

#### 1.0 CSR Environment - Energy:

Part of the CLPM business is Sustainability, therefore it is very important to demonstrate what we advocate.

We are based in a rented Cricket Pavilion so our business "footprint" is quite small. Nevertheless we encourage our staff to:

- Recycle paper/cardboard/plastic waste. This is collected by the council on a weekly basis
- No plastic/single use bottles or cups are permitted. Glass jugs of water are offered at meetings
- Drinking water from the main tap is encouraged rather than water bottles or electric water coolers
- Last person out is responsible for turning off all electrics inc lights (there is a notice on the door to remind staff)
- Heating is turned off on a Friday night, so building isn't heated at the weekends unnecessarily
- Night storage heaters

- Jumpers. No gas.
- Many staff based from home. Journeys chargeable to the client so asked to make as few as possible.
- Tender enquiries sent to builders automatically include environmental options not required in the client's specification – e.g. solar panels – so that these can be priced and then discussed with the client.

#### 1.2 CSR Environment - Natural resources:

- Not much water is used in the CLPM HQ. There are only about 8 of us office based.
- No dishwasher/washing machine/shower facilities. We have one unisex loo with dual flush.
- We are all aware of the need to save water, and not waste this natural resource unnecessarily.
- As part of the closing of the building at the end of the day, the last member

of staff ensures all taps are turned off. - see attached signage

- We have a Smart Meter for electricity; staff are actively encouraged to turn off unnecessary lights/heating

#### 1.3 CSR Environment - Travel:

- Staff are encouraged to limit unnecessary travel by organising skype/facetime/google hangout with clients/or colleagues
- Car sharing to meetings when appropriate is encouraged
- Use of train/tube/bus – especially in town centres is encouraged
- Remote working/working from home is permitted by the Directors when appropriate, and is encouraged to save on use of petrol usage and travel costs
- Travel costs are carefully monitored by the Directors.
- We run a cycle to work scheme

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## 1.4 CSR Environment - Environmental supply chain management:

People are our “resources” and we don’t buy many supplies. We try to source and buy locally as a policy. E.g instead of using Amazon for stationery, we use a local stationery supplier. We try to buy refillable printer cartridges and recycled photocopy paper. Printer Cartridges are recycled.

Supplier invoices are monitored by the Directors.

## 1.5 CSR Environment - Waste:

- Paper/cardboard/plastics are recycled within the office and a member of staff is responsible for this. All staff are encouraged to recycle any waste - see attached photo
- CLPM pay the council to remove the waste and dispose of it in a responsible way.
- Printing kept to a minimum with a read on screen policy.
- Re-use of paper that has been printed on for notepaper is encouraged.
- 2020 plan is to implement a recycling of food policy, with CLPM providing a bin that will be removed by the council

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Last-person-to-leave-sign.jpg>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Recycling-2.jpg>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Recycling.jpg>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Cycle-to-work-scheme.pdf>

## 2. CSR Workplace

- Our CSR Policy is distributed on line to staff and they are obliged to acknowledge it has been read and understood
- Staff are actively encouraged to add to our CSR vision
- CLPM are committed to help their staff

with personal development, which are identified in yearly Staff Reviews. On going CPD is part of every team meeting with external resources presenting to the whole team.

- Flexible working hours and time off for family commitment are offered (Policy attached)
- CLPM are an advocate for Equal Opportunities and Diversity and Inclusion. (Policy attached)
- Clear and open communication is very important to CLPM; Vertical Management Structure where every employee is as important as the next.
- Staff are well supported with both personal and mental health issues.
- Team meetings – regularly held and all attend. Frank and honest discussions are encouraged.
- WhatsApp group – office staff have a group to encourage clear but informal communication

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/CLPM-Remote-Working-Policy.pdf>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/CLPM-Equal-Opportunities-Policy.pdf>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/CLPM-Dignity-at-Work-Policy.pdf>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/CLPM-Guide-for-Racism-in-the-work-place.pdf>

## 3. CSR Community

CLPM support a local Sailing Charity who encourage and enable people with physical disabilities and delayed learning to get out onto the water and learn to sail.

We sponsor CVSS <https://cvssailors.org.uk/> with a monthly financial contribution.

We volunteer on clean up days – benefiting the charity but also CLPM as our team forge a team bond.

Staff are actively encouraged to volunteer

outside of this charity with their own preferred cause. CLPM do this by offering 2 days paid leave, annually, if staff want to work with their charity during work time.

CLPM are keen to support schools and colleges, and we offer work experience to local students who are interested in working in the Architectural/Quantity Surveying professional world. We support local schools with their career days by attending and talking through our profession with students. See attached photo

We work in collaboration with a Charity Trust who fund Sustainability Reports for religious buildings.

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Student-Work-Awareness-Week.jpg>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Thank-you-CVSS.pdf>

[https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/IMG\\_6977.jpg](https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/IMG_6977.jpg)

## 4. CSR Philanthropic

CLPM’s top priority is to ensure both our clients and staff have a positive experience throughout their relationship with us, ensuring both are aware of our 100% commitment to exemplary service and care. And part of this is to illustrate we care for our community and environment.

We like to demonstrate our charitable giving in various ways. For example, CLPM ran a Gingerbread House Competition in the run up to Christmas 2018. Firms of Architects and our own staff were given kits to make Gingerbread houses and were asked to personalise them. CLPM donated money for each entry to a charity for the homeless. Social media was used to promote, communicate and engage with our 1760 followers on Twitter.

For Christmas 2019, the Directors have decided that instead of sending material gifts to clients and architects, financial donations to the same value will be given to our chosen charities of CVSS and Crisis - a charity for homeless people.

We have had Christmas Cards printed with the details of this on them, and we have

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included web addresses of the charities to prompt the recipients to do the same.

When individual staff members carry out their own charity fund raising or volunteer week, CLPM work together to make sure the individual is supported by sponsoring them as a business but also we like to encourage our staff to support each other too. We do this by peer to peer support, promoting of their endeavours internally but also via social media. We are proud of our staff and like to support them both privately and publicly.

Directors fund raise – e.g. wing walk by Charlie Laing

Staff members regularly volunteer for sports coaching at a local Hockey Club, Crisis at Christmas.

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Thank-you-from-Crisis.pdf>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Wing-Walk-Email-.pdf>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/CL-Wing-Walk-2.jpg>

<https://csr-accreditation.co.uk/wp-content/uploads/vfb/2020/03/Gingerbread-House-2-Comp.jpg>