

## EllisKnight International Recruitment

ORGANISATION SIZE / Small (up to 50 employees)

Dave Holby-Wolinski

7 Horseshoe Park,  
Pangbourne,  
Berkshire  
RG8 7JW

### BRIEF SYNOPSIS OF YOUR CSR APPLICATION

EllisKnight International are a Berkshire based recruitment agency, supporting exciting local and national organisations with their talent acquisition strategy and providing our candidates with a hand to hold throughout their career. As a company we pride ourselves on our ability to help others and place tremendous emphasis on environmental sustainability, community support, charitable fundraising and providing our talented team with an environment to flourish within.

Our CSR policy has developed through continual analysis and close engagement with our team, valuing their feedback and implementing exciting initiatives. These include:

- Creating exciting charitable fundraising events to support both local and national causes
- Sponsorship of local sports teams and educational projects
- Becoming a proud signatory to the Armed Forces Covenant and being well placed as recruitment leaders to support our Armed Forces Community with exciting new job opportunities
- Committing to national recycling initiatives
- Significantly reducing our carbon footprint
- Providing a premium free recruitment service offering to all UK registered charities
- Providing our team with the opportunity to volunteer for local charitable projects whilst on full pay
- Supporting charitable giving through every work-related placement made
- Creating free work placements for our partnership graduates with trusted clients to grow their confidence and their skillsets
- Actively promoting local start-up businesses with free social media support
- Providing free online skills tests to all candidates to support their career journey
- Supporting our staff's well-being with flexible working, free healthy breakfasts and a range of perks

### OVERALL SUMMARY

#### 1.0 CSR Environment - Energy:

Following the purchase of our offices in 2019, we installed double glazed windows for the entire building as an energy saving measure. According to <https://www.myglazing.com/ggf-energy-savings-calculator/>, based on an office space of our

size, this saves approximately 1.3 tonnes in CO2 emissions and 0.3 tonnes in carbon usage annually. As the office is now a warmer environment during the colder months, it has greatly reduced our need to heat the office, whilst better airflow through improved window openings has greatly reduced our need to utilise a previously

installed air conditioning unit.

We also implemented a policy to replace all lighting within the office to either LED or Energy Saving Bulbs. This project was taken on as an energy-efficient option to help us further reduce our carbon footprint and costs to the business. Our end of year accounts

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reflect a £740 saving on energy related bills compared to the previous year even though our team has continued to grow.

Our team are also encouraged to turn off lights and all electrical items when not in use.

## 1.2 CSR Environment - Natural resources:

With regards to sustainable resource use, as a company we have always engaged with fair trade suppliers for beverages and food items for our daily healthy breakfast cart for the team.

We have one shower on site that has been fitted with a slow flow regulator to support water saving measures and plans are in place to install a water meter so that we may further protect our environment through monitoring our water conservation. Taps within the office also have a sign above them to encourage staff members and visitors to ensure they are turned off properly when not in use.

## 1.3 CSR Environment - Travel:

As a flexible business that embraces new technology to support environmental sustainability, we use a range of online tools (Google Hangouts, Zoom, Skype, Hintro, Hinterview and Facetime) to meet our candidates and introduce our business to new clients. This greatly reduces the time we are required to spend on the road.

We have also very recently put in place a contract with <https://www.cyclescheme.co.uk/> allowing our team to save money on a new bike and spread the cost through our salary sacrifice scheme. As well as the increased health benefits that this will bring, it has been estimated through the scheme that our interested team members will save 718 kg of CO2 emissions annually, the equivalent of 34 trees.

All our staff are now encouraged to work from home one day a week. The environmental benefit, based on the total round trip that our team would take from home to the office on any given day, means that we are saving a further 1496 kg of CO2 emissions annually, the equivalent of 71 trees.

## 1.4 CSR Environment - Environmental supply chain management:

EllisKnight International are striving to become leaders in environmental sustainability and we firmly believe as a group that a successful future for our business and the clients we serve depends on the sustainability of the environment, communities and economies in which we operate.

We use eco-friendly cleaning products throughout the building and local tradespeople to support our local business community and reduce CO2 emissions through reduced travel. Our company has always returned all printer cartridges to our supplier to be recycled and we have greatly reduced our use of paper within the office by purchasing a state of the art online tracking system for all work completed by our team.

Approximately 90% of our office stationery is second hand, received from a larger corporate organisation that no longer had a requirement for it, thus reducing unnecessary wastage.

## 1.5 CSR Environment - Waste:

As an organisation we are committed to try and recycle as much waste as possible and have a large mixed recycling bin to the front of our office. We request and encourage all staff, visitors and contractors to also recycle when on site. A recycling bin is also based within our staff kitchen as well as at the end of each bank of desks to encourage our team to recycle items throughout the day.

As part of our continued commitment to improving the environment, we are promoting recycling of even the 'non-recyclable' items. EllisKnight International now work in close partnership with TerraCycle and are already a public drop-off point for two of their recycling programmes - <https://www.terracycle.com/en-GB/brigades/ferrerorocher-uk> and <https://www.terracycle.com/en-GB/brigades/ellacycle>. We are extremely proactive in our approach and have several applications pending to act as a public drop-off for further TerraCycle programmes as they are required in our area. Whilst continuing to support the

environment through this partnership, financial support is generated from the non-recyclable material we collect. 100% of these proceeds are donated to our chosen charity SSAFA, the Armed Forces Charity.

We also have a close partnership with a family run upcycling business called Biddy's Barn who utilise unwanted items from the office and our business park, upcycle accordingly and make a donation from sold products to Me2 Club, a Berkshire based charity who enable children with additional needs to attend mainstream activities.

## 2. CSR Workplace

At EllisKnight International we pride ourselves on providing a brilliant family orientated environment within the office guided by a senior leadership team who offer constant care, a strong support network and exciting opportunities for all our staff. We have totally refurbished our office to create a lovely space for our team to enjoy and work in, including new kitchen facilities and games room (complete with foosball, table tennis and pool table), as well as a suitable desk arrangement to accommodate as much office cricket as possible. We host monthly international cuisine days where the team bring in a tasty dish true to that particular country whilst funded social activities take place quarterly. All our staff receive an early finish on a Friday afternoon to get home to their families and enjoy the start of their weekend.

Understanding that our team are at different life stages with differing needs is crucial and we offer them flexibility in their working arrangements in order for them to be as fulfilled as possible. Flexible working hours are in place to support everything and anything from school runs to gym classes whilst all staff enjoy their birthday as an additional days' worth of paid leave. An interest free loan is available to every team member annually to support with those surprise expenditures that we can't always factor for in life and staff discounts are available on technical products and new bikes through our partnerships with [techscheme.co.uk](https://www.techscheme.co.uk) and [cyclescheme.co.uk](https://www.cyclescheme.co.uk)

Our team are actively encouraged to volunteer and support charitable causes – EllisKnight International offers

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two volunteering days on full pay to every staff member to support local community projects. We have invested in an International Charity Awareness Calendar to ensure we take every opportunity to support fantastic causes through office based fundraising initiatives and social media campaigns and our team meet weekly to plan for any upcoming campaigns we can support with.

Our brand new boardroom acts as our EK Centre of Excellence, allowing the team to receive ongoing systems training and development. Regular appraisals allow us to provide ongoing support for every employee and allow for any additional training requirement to be arranged. We are also excited that the Centre of Excellence will play host to our local Rotary Club with a Fundraising Breakfast Initiative on the last Friday of every month.

We are avid supporters of Health and Mental Well-Being, providing free nutritious breakfast items and snacks for our team every day and hosting regular endurance events with our clients to fundraise for excellent local causes and support strong team bonding. Very importantly, our Centre of Excellence acts as a quiet space for our team should they need to step away from a busy working environment and make a call to a loved one. We also fund a confidential mental health helpline service for our staff should they need any additional support outside of work.

As proud signatories of the Armed Forces Covenant, we would provide full support and paid leave to any member of our team called into Reservist action. As a recruitment agency, our pledge towards the Armed Forces Community naturally extends to supporting ex-military personnel and their spouses with employment opportunities both locally and nationally - <https://www.ellisknight.com/ex-military-division>

As a company we pride ourselves on our ability to deliver a superb service to our candidates and clients. Businesses are offered a range of innovative pricing solutions to support any budget without a compromise on quality whilst our experienced Customer Care Team provide

constant support for our candidates throughout the first six months of their new role.

EllisKnight International is committed to equality, diversity and opposition to all forms of workplace discrimination and regularly monitor the effectiveness of our policy - <https://www.ellisknight.com/diversity-policy>. Applications received to join our team or the teams of our clients are treated equally regardless of sex, age, sexual orientation, marital status, race, religion, religious beliefs, colour, nationality, creed, ethnic or national origin, gender reassignment or disability.

As a company we are fully compliant with the requirements of Data Protection Legislation and support our clients to ensure they are as well - <https://www.ellisknight.com/privacy-policy>

### 3. CSR Community

EllisKnight International are exceptionally committed to supporting our community both locally and beyond and have been able to support and fund a number of exciting partnerships and initiatives.

As a family orientated business, we have always been passionate about supporting our next generation and have sponsored Lydiard Millicent Junior Football Club for the last two seasons. Our financial commitment meant that we were able to purchase brand new home and away kits for the squad through a local supplier as well as funding free teas and coffees for parents and supporters of both teams during home games. It's been repaid through a fantastic Regional Cup win and successful promotion to Division 2. As corporate sponsors and organisers of the Silchester Primary School Adventure Challenge, we have also raised £5,689 that has been put towards the purchase of a large climbing frame for the children and further improvements to the school playground.

We have a very close connection with Rotary International and two of the company directors are newly active members of Pangbourne Rotary Club. As members of the Community Fundraising Team, they will be heavily tasked in engaging with

local businesses and fundraising for local, national and international community projects.

The EllisKnight Directors also volunteer their time to act as a regular compere for local community events including Basingstoke's Place To Be Proud Of Awards, the Reading Santa Fun Run, the Naomi House Bubble Rush Fun Run, the Me2 Community Quiz Night and Sichester's Got Talent, helping to fundraise thousands of pounds annually for excellent causes

In response to the Coronavirus outbreak we created a brand new initiative called E-KICC (EllisKnight International Charity Charter) to support every UK registered charity with a totally free recruitment service offering. We have joined in partnership with RNLI, Guide Dogs For The Blind, Blue Cross For Vets and Frimley Health Charity amongst others to enable them to continue to recruit staff with full agency support but without paying a penny for the service. Part of the E-KICC directive has also been to supply furloughed staff members of any registered charity with access to over 200 online assessments to ensure their skills can be maintained whilst away from the office. EllisKnight International pay the full monthly costs of the assessment programme so that charity staff members receive unlimited access to the online courses free of charge - <https://www.ellisknight.com/ek-charity-charter>

We have just very recently formed a corporate partnership with <https://www.toilettwinning.org/> who help bring clean water and safe sanitation to the world's poorest people by linking a work place toilet with a latrine in a developing country. For every candidate placement we now make, we will sponsor a toilet twinning on behalf of the client. For this they receive a framed certificate of the newly twinned latrine and GPS coordinates to place next to the client's staff toilet.

We have developed a fantastic voluntary partnership with Oxford Media & Business School, working closely with their recent graduates and organising work placement opportunities for them with our clients free of charge. This helps to develop the graduate's confidence by working on their

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first assignments with exciting organisations we know and trust to support them.

We also have plans in place to create an EllisKnight International 'Start Up Shout Out' campaign where we provide a voice for local start up businesses on social media to help promote their work for free. Each month we will focus on a new business, producing a video introduction with the business owner, introducing their operation to our social media followers and advertising events where they will be exhibiting throughout the month. Their company profile and online links will then be placed on a dedicated page on our EllisKnight website to pledge our continued support.

## 4. CSR Philanthropic

At EllisKnight International we pride ourselves as passionate fundraisers placing charity at the heart of all we do. We have had the pleasure of organising a host of successful fundraising events in partnership with our clients and our local community to support a number of outstanding charities. The EK family are also regularly encouraged to take on their own fundraising challenges with company support and sponsorship.

In 2015 and 2016 we received Corporate Charity Awards for our fundraising support of Naomi House and Jacksplace based on a 32 hour world record team rowathon we hosted in Reading and a Super Hero Family Fun Day organised by the EK Team at Wasing Park.

Through a range of innovative charity challenges and initiatives, over £40,000 has now been raised to date.

Highlight events have included the following:

- Two Super Hero Family Fun Days at Wasing Park and Beale Park raising £5,210 in funds for Naomi House and Jackplace, BIBS and Daisy's Dream. As part of the two events we organised a 1km Super Hero Dash, 5km and 10km running events, market stalls, family games, fully licensed bar and costumed entertainers.
- A seven marathons in seven day challenge where EK Director's Paul and Dave dressed as Vikings whilst carrying a Viking ship for 183 miles across the week, raising £2,112 for Daisy's Dream and Naomi House.
- An indoor Everest Stair Climb where EK Director Dave carried one of his children up 3,707 flights of stairs (the equivalent to the summit height of Mount Everest, raising £2,260 for Naomi House.
- A four time world record breaking static rowing event at the Madjeski Stadium, Reading, involving over twenty clients across a 36 hour period, raising £2,964 for Cancer Research UK.
- A two time world record breaking static rowing event at Festival Place, Basingstoke, raising £2,483 for Help For Heroes, Breast Cancer Now and The Ark Charity
- Two Adventure Challenge events (consisting of a two mile obstacle filled course for primary school children) and a 30 hour rowing marathon, raising £5,689 for Silchester Primary School PTA.
- A world record attempt to run the fastest marathon in a five man Viking ship in Bournemouth, raising £1,183 for Worldwide Cancer Research.
- A world record attempt to run the fastest marathon in a one man Viking ship costume, raising £630 for Breast Cancer Now.
- EK hosted coffee mornings raising £373 for Macmillan Cancer Support.
- A ten hour static bikeathon at Royal Berks Hospital raising £2,256 for the Royal Berks Charity, BIBS and The Stork Fund.