CSR ✓ ACCREDITATION

ACCREDITED COMPANY CASE STUDY

Investors In Community Limited

ORGANISATION SIZE / Small Business (up to 50 employees)

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BRIEF SYNOPSIS OF YOUR CSR APPLICATION

IIC is slightly restricted in so far as we occupy a common business centre. The Centre is owned and managed by the local District Council who have formally adopted a Climate Emergency policy and are proactively working to reduce their carbon footprint. Within our controllable office environment, we have low energy lighting, and we have recently upgraded all of our IT to low energy laptops, discarding the older tower-based computers. Radiators are adjusted using the thermostatic controls, to reduce our consumption where possible. Our energy usage extends to modes and frequency of travel. Car sharing is promoted and the office is on a primary bus route. Frequency of office work is adjusted weekly, and working from home, thereby reducing travel, is encouraged and common place, having taken a decision to move all systems into the cloud to facilitate this. This also provides good practice for disaster recovery. Purchasing of printers is now reduced, and the single essential printer was selected on power consumption criteria. All appliances, including charger units, are turned off overnight.

We have also initiated a wintertime work schedule that closes the office at 4pm, as it gets dark. This further reduces the need for lighting and heating during these times. Above the very base load needs of the office, it has been determined that additional staff members, as we grow as a business, will only have a small incremental effect on our energy usage In the common areas of the building, all lighting is operated on movement sensor controls and turn off automatically.

OVERALL SUMMARY

1.0 CSR Environment - Energy:

Above the very base load needs of the office, it has been determined that additional staff members, as we grow as a business, will only have a small incremental effect on our energy usage

In the common areas of the building, all lighting is operated on movement sensor controls and turn off automatically.

1.2 CSR Environment - Natural resources:

All water is controlled by the landlord, with no direct to office supply. Water consumption is moderated by regulating valves in the taps.

We are dependent on the landlord for this aspect, and have no plans to expand this area. We anticipate an independent building in the next 12 months, and will thereafter have control over this point at that time

1.3 CSR Environment - Travel:

IIC has a defined travel policy

We have changed our working times and practices to reduce the use of cars in our daily operations. Any trips that can car share are organised on a day by day basis

Reducing office hours and regular opportunity to work from home is encouraged, which further reduces emissions from car usage.

Travel further afield is conducted by public transport wherever possible, and the time of travel is also assessed to reduce the amount of driving time, should this be necessary

Diaries are consolidated weekly to establish route planning and car sharing opportunities.

1.4 CSR Environment - Environmental supply chain management:

IIC require all suppliers to demonstrate credentials in CSR.

IIC operates a preferred supplier principle of dealing with suppliers who have joined the IIC platform, and can show intent to support charitable organisations going forwards.

This is the case with our Company solicitors, accountants, technical providers, Chambers of Commerce memberships, and shortly the supplier of our marketing merchandise.

We recently selected HP as a provider of our laptops, based on their espoused CSR credentials, as well as demonstrable energy consumption data of their products.

Investors In Community Limited

1.5 CSR Environment - Waste:

Being part of a business centre, we can point to the various segregated bins in the common areas. These are policed by CCTV to ensure recycling is placed correctly. .

We have recently discouraged the use of the common vending machines for carbonated drinks, and encourage the use of reusable juice and water bottles in the office This in turn reduced consumption of plastic.

Paper waste is minimised by our policies on reduced printing, with all files being maintained as paperless on our cloud system.

Software packages that facilitate the use of electronic signatures further reduce the need to print contacts and agreements are now in place

Postage is minimised by this approach

Further work is planned in this area, as although we have reduced our own usage, post incoming is still seen as paper based. We want to further encourage the use of electronic contracts as a means to eliminate the incoming paper. Expanding this idea will require some communications work with our partners, customers and suppliers.

Our own platform eliminates the need for paper-based contracts, within our customers own environment, and we want to further investigate the use of SMART contracts, via our own blockchain platform

All banking is now opted out of the bank statements, in favour of electronic access.

2. CSR Workplace

IIC has a full set of policies around workplace behaviours, planning and workplace. All policies are trained out on induction to the business.

Any policy modifications are trained out periodically during monthly staff meetings.

Almost all staff, during the last 2 months, have donated, volunteered or gifted to a charitable cause (the sole exception being one staff member who is about to commence maternity leave).

IIC's policies allow one day each week, per employee, to engage in good causes/community work. However, this is not limited and has been exceeded regularly

Where possible (subject to the sensitivity/confidentiality of the project) resultant IMPACT statements, which confirm and verify the activity, are then posted to our own social media in celebration and beaconing of the work we do collectively.

3. CSR Community

IIC is committed to a rolling CSR programme, using our own CSR management platform (www.investorsincommunity.org)

Although we are a small employer, we offer all staff the opportunity to volunteer and to support projects on our platform.

Before Christmas, we collected a shopping list of grocery items for a Sheffield based charity, volunteered at Mums in Need, and several others.

We offer open-ended time to all staff to get involved with projects of their choice, to either volunteer, gift, and donate. The Company is also disposed to add to the individual efforts, on a match basis (not yet formalised)

Every project that we support generates an impact statement on completion, created and verified by the recipient charity

This confirms the support that was offered, as well as creating the narrative from the charity as to how this has impacted and helped them specifically

This is what we refer to as "verified data", and moves away from the subjectivity of self-created PR pieces, that very often are interpretations of what the donor believes as opposed to the actual impact

See below for an example

Below are links to our press releases that showcase our work in the last few months

Out of 6 staff, 4 have become actively involved in one or more projects on the IIC platform.

https://www.linkedin.com/feed/update/urn:li:activity:6623247856616652800/
https://www.linkedin.com/feed/update/urn:li:activity:6625761447911665665/
https://www.linkedin.com/feed/update/

4. CSR Philanthropic

Investors In Community platform provides for fully auditable and documented CSR in the community activities.

Each person who volunteers for a project on this platform, needs to be authorised by the company administrators of our profile.

Once the volunteering has been arranged, this appears in our schedules for all staff visibility

Upon completion of the project, the IIC platform requires an Impact Statement to be completed by the recipient of the volunteering, and confirmation of both attendance and the work done, along with a statement of outcome is then published to the IIC platform

This is auto-notified to the volunteer and the company from whence they came.

This information is then passed to our marketing teams, who publish this on social media, in authored articles and in case studies that we use to showcase our support of community

Each act of giving attracts a unifying measurement system called Community Credits, attributable to both the individual staff member and the company itself.

As IIC ltd is a relatively new employer, these activities have been running since November 2019, but are engrained in the business culture already, with its growing number of staff. We have grown from 4 to 9 staff during this time

Our induction of new employees confirm that volunteering and community support is part of their remit, and after month 1 of employment they are free to engage

IIC Ltd has also engaged the whole team to buy grocery items for a local charity before Christmas.