

## CORPORATE SOCIAL RESPONSIBILITY POLICY STATEMENT

This Statement details how Handover HR Limited takes account of its economic, social and environmental impact in the way it operates as a business. We aim to bring our business values, purpose and approach into line with the needs of our clients, by demonstrating our commitment to Corporate Social Responsibility.

The elements of this Statement highlight our approach in dealing with our clients and suppliers in an effort to reduce our environmental impact by reducing our energy, procurement, transport, water use and other business usage.

### Clients

The Directors will make certain that we deal responsibly, openly and fairly with clients and potential clients by:

- Ensuring that all our advertising and documentation about the business and its activities is clear, informative, legal, decent, honest and truthful
- Being open and honest about our products and services and telling customers what they want to know, including what we do to be socially responsible
- Avoiding the use of pressure selling techniques
- Ensuring that if something goes wrong we will acknowledge the problem and deal with it
- Listening to our clients to help us improve the products and services we offer to them
- Ensuring that we benchmark and evaluate what we do in order to constantly improve our competitive edge in the marketplace.

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### **Suppliers**

The Directors will make certain that we deal responsibly, openly and fairly with suppliers by:

- Ensuring that we use local suppliers as much as possible
- Endeavouring to pay on time
- Not expecting any discounts to have a detrimental effect on their business

The operational and ultimate responsibility for the commitment to our corporate social responsibility principles lies with the Directors of Handover HR Limited. Every employee of Handover HR Limited is expected to give their full co-operation to the above principles in their activities at work. Consultants or visitors are also expected to apply our environmental principles.

The effectiveness of the Policy Statement will be monitored and reviewed at least annually by the Directors to ensure the Company's continuing compliance with any relevant legislation, to meet new business requirements and to identify areas in need of improvement. We will also ensure that all changes will be brought to the attention of employees as necessary.