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## Services to the Onshore Natural Gas Industry

### Corporate & Social Responsibility Policy

Wilcocks believe that a commitment to the principles of corporate social responsibility (CSR) not only makes good business sense but also complements it's core business strategy and corporate values.

Our policy is based on the following principles:

- To minimise the impact and maximise the benefits that our work has on the environment and people around us.
- To integrate our CSR considerations into all our business decisions.
- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To review, annually report, and to continually strive to improve our CSR performance.

To help define our policy we have divided it into the following areas:

#### Community

We recognise that we play an important role in our local communities and we aim to make the communities in which we operate better places. We encourage and empower our employees to get involved with their local communities and use their skills and where possible the company's resources to help create a mutual benefit.

#### Environmental Management

Wilcocks recognises that it's activities have an environmental impact and minimising any negative elements of that impact is an integral part of it's overall business objectives. It is also acknowledged that environmental performance is a crucial measure of the company's overall performance in the eyes of it's clients. Effective environmental management is an essential business objective and is also driven by The Company's overall commitment to the social and ethical principles that underlay this. The Managing Director has overall responsibility to ensure the implementation of the company's environmental policy, assisted by the company QHSE Compliance Manager. The Company implements an environmental management system accredited to ISO14001:2015. **(Environmental Policy available on request).**

#### Equality and Diversity

Wilcocks wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion and beliefs, age, gender, sexuality, marital status, employment status or disability. We are committed to creating an environment in which individual differences and the contributions of all our staff are valued and recognised. We strive to ensure that all workers enjoy their work and have opportunities to improve their skills where required. Every employee is entitled to a working environment that promotes

dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. **(Equality and Anti-harassment Policy available on request).**

### **Labour Standards**

It is the company's policy to ensure that the selection, recruitment and employment of all staff employed by the company and all consultants placed by the company with clients is fully in accordance with all international labour standards and is in full compliance with all applicable UK legislation. In addition, it is the company's policy to assess its own limited number of suppliers and sub-contractors to ensure that, as far as is applicable, similar standards are achieved by them. **(Labour Standards Policy available on request).**

### **Working Hours**

The company has procedures in place to ensure compliance with the Working Time Regulations and has procedures to monitor hours worked and to respond to any potentially excessive working. **(Labour Standards Policy available on request).**

### **Prevention of Child Labour**

Children (defined as those under the age of 16) are not employed by the company unless this is part of a temporary work experience type activities which have been agreed with the parents/carers of the child and the education provider. Under these circumstances the health, safety and moral well being of the child is assured in accordance with the company's health and safety policy. Recruitment procedures for consultants to be placed with clients ensure that it is not possible for placements to be given to anyone of school age. **(Labour Standards Policy available on request).**

### **Modern Slavery**

Wilcock Consultants continues to recognize its responsibility to address and mitigate the risk of modern slavery and human trafficking in its operations. Procedures and responsibilities to ensure compliance with the UK Modern slavery Act 2015 are incorporated into the company's accredited quality management system and are subject to internal and external audit in accordance with that system. **(Labour Standards Policy, Modern Slavery & Human Trafficking Statement available on request).**

### **Health & Safety**

The health, safety and welfare of employees, project staff and of consultants placed by the Company with clients, in terms of occupational health and safety and work related road safety, is of prime importance to The Company and is essential to the efficient operation of its undertaking, as are the health and safety of anyone else affected directly by the Company's operations. The responsibility for occupational health and safety and work related road safety rests upon all sectors and levels of management, and The Company will ensure that this policy is pursued throughout the organisation. The Company commits to compliance with all relevant health and safety legislation and will take all reasonably practicable precautions to ensure the health, safety and welfare at work of its employees. **(Health & Safety Policy available on request).**

### **Bribery & Corruption**

The company will not tolerate bribery or allow improper offers or payments to or from its employees or consultants working on behalf of the company or consultants placed by the company with clients, where these relate to the duties/ responsibilities associated with that placement. The company considers its reputation for ethical behaviour, its ability to protect client confidentiality and its ability to demonstrate the implementation of an effective Anti-Corruption Programme to be crucial in relation to meeting its clients' requirements. **(Bribery and Corruption Policy available on request).**

The Wilcock suite of policies, which are available on the company policies section of our website, provide the foundational standards for all aspects of our business and are applicable to all of our employees and consultants. It is the responsibility of every employee and consultant to help ensure all of their working activities meet our high standards for behaviour and business ethics, and establishes accountability for compliance with law and policy.

This policy is reviewed as part of the annual Management Review, carried out in accordance with the company quality management system, and may also be reviewed on an ad hoc basis where considered necessary by the QSE Manager or Managing Director.



**Graham Wilcock**  
**Managing Director**

**10<sup>th</sup> May 2021**

Rev. 4 Reviewed following Management Review Meeting 06/05/2021



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