

## **Introduction**

CSR refers to the way in which businesses regulate themselves to ensure that all of their activities positively affect society as a whole. CSR policies aim to guarantee that companies work ethically, considering human rights and the social, economic, and environmental impacts of their business. Businesses should meet and aim to exceed any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

Workstation Specialists Ltd, is committed to ensuring that business is conducted as ethically as possible by following the policy below.

## **Who we are and what we do**

Workstation Specialists Ltd, is a leading computer workstation manufacturer. Its products include professional Desktop, Mobile Laptop, and Rack-Based computing solutions designed to fulfil the needs of all professional industries.

For over 30 years, we have proudly designed and manufactured some of the world's fastest-performing computer workstations. Our leading product portfolio is backed by in-depth industry knowledge and high levels of after-sales service/support.

## **Looking after Employees**

We strive to provide all our employees with a good working environment by:

- We as a company are committed to being an Equal Opportunities Employer as per the Human Rights Act 2010 and comply fully with the Modern Slavery Act 2015.
- We provide our employees with regular health and safety training, including, but not limited to, fire, chemical, and first aid. We also maintain, update, and publish health and safety policies and procedures for all our employees.
- Staff provided with regular appraisals and personal development meetings with line managers.
- Management provides regular company-wide emails as well as interdepartmental meetings to provide clear communication with all staff members.
- All staff members are paid in full and on time each month. We guarantee that all employees meet or exceed the national minimum wage. We also provide a pension plan and a company healthcare plan to all employees.
- We have an HR manager employed by the company who is available to all employees to discuss any issues they may have privately. The HR manager is responsible for fairly and impartially assisting the employee in resolving these matters.
- We as a company regularly put on team-building experiences and activities that we invite all employees to participate in.

## **Looking after Customers**

It is also important to build the best relationship possible with our customers. This ensures that they have a positive and lasting impression of our business:

- All our customers are provided with a dedicated account manager. Their responsibility is to cater to all our client's needs and provide them with consultation services when they wish to purchase new equipment.
- All goods sold meet or exceed all legal health and safety standards of the United Kingdom. We also go to great lengths of quality assurance testing and package the goods to the highest standards to ensure the clients receive equipment in full working order.
- Our clients are regularly updated on the status of their orders via our website and email. Their dedicated account manager is also available for more detailed communication if required.

## **Suppliers' Standards**

It is vital to Workstation Specialists Ltd that we maintain good working relationships with our suppliers and only use suppliers that uphold good working ethics and standards.

- All our suppliers must adhere to the Modern Slavery Act 2015.
- All our suppliers must operate in line with the Bribery Act 2010.
- We are committed to paying our suppliers properly and on time.
- All our major suppliers have a CSR policy in place.
- We are committed to communicating honestly and clearly with all our suppliers.

## **Protecting the Environment**

It is vitally important to our company that we adhere to our commitments to reducing our environmental impact. Please refer to our "Environmental Policy" for more information.

## **Review**

We constantly monitor our procedures and have an 'open door' policy for staff to be able to raise awareness of any issues they feel fall under our corporate and/or environmental standards. This also applies to new ideas and suggestions on how improvements can be made in this area. We also review any new guidelines issued by the UK government and work towards achieving new targets or initiatives to protect our local surroundings and reduce our global carbon footprint.