Document title:

Corporate & Social Responsibility Policy

Version control

Description	Revision	By	Approved	Date
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This document has been approved & authorised by:

Name & Position: Paul Main, Managing Director

Signed:

Purpose

This policy aims to support Paragon Security as a socially and environmentally responsible company, with financial stability that protects our employees, provides value to our clients and actively engages with stakeholders.

This policy applies to activities undertaken by or on behalf of the Company and is communicated to all employees of Paragon Security and, if appropriate, made available to third parties

All employees will adopt the Corporate Social Responsibility considerations described in this policy into their day to day work activities. Paragon Security management staff will act as role models by incorporating those considerations into decision making in all of our business activities by; ensuring all appropriate processes, procedures and structures are in place to effectively identify, monitor and manage Corporate Social Responsibility issues and performance relevant to our business.

This policy is built on the following areas that reflect existing and emerging standards of Corporate Social Responsibility.

Business Ethics and Transparency

Paragon Security is committed to implementing, maintaining and continuously improving the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations and to promote confidence in our governance systems. The company will promote its business in an open, honest and ethical manner.

Paragon Security recognises the importance of protecting all of our human, financial, physical, informational, social, environmental and reputational assets.

We operate in an open and honest way with stakeholders, including our clients and suppliers. We maintain an Anti-Bribery policy and apply a zero tolerance approach to acts of bid-rigging, miss-selling, bribery or corruption by any of our employees and Sub contractors

Environmental, Health and Safety, Human Resource and Data Protection policies are in place and communicated to all staff via our staff handbook and, where applicable, learning and development is provided.

Environmental

We work to ensure that our day-to-day operations are undertaken to minimise this impact through assessing and improving our environmental performance and provide learning and development for our employees on environmental awareness and enable consideration and understanding of environmental issues and their impact

Sustainability considerations are fully integrated in our business decision making. We carry out environmental supply chain management to encourage suppliers to adopt environmentally sound practices when planning, undertaking and implementing all projects.

Employee Relations

Paragon Security HR policies and procedures ensure employees are treated fairly and with dignity and consideration for their goals and aspirations and that equality and diversity in the workplace is embraced.

The company applies fair labour practices, while respecting the national and local laws of the United Kingdom.

The Company is committed to providing Equal Opportunities (as per policy) in all aspects of employment and will not engage in or tolerate workplace misconduct, including discrimination, intimidation or harassment.

We pay all our employees above the legal minimum wage and the Living Wage. We also encourage our suppliers do the same.

Performance reviews are conducted bi-annually. These provide quality time for individuals and managers to discuss their performance, establish new objectives and identify development needs and career aspirations that are required to achieve Paragon Security's vision and goals.

Stakeholder Relations

Paragon Security engages stakeholders in an open, transparent, honest and respectful manner.

The Company is committed to timely and meaningful dialogue with all stakeholders, including shareholders, customers, employees and regulators.

Quality assurance is at the forefront of every design, installation, project and maintenance service.

Human Rights

Paragon Security recognises that governments have the primary responsibility to promote and protect human rights. The Company will work with the government and agencies to support and respect human rights within our sphere of influence.

The Company is committed to combatting slavery and human trafficking (as per its policy) and to acting with integrity in all its dealings, relationships and supply chains. It expects the same high standards from all its staff, suppliers, contractors, and those with whom it does business.

The Company will always strive to build trust, deliver mutual advantage and demonstrate respect for cultures, customs and values of individuals and groups.

Community Investment

The Company will integrate community investment considerations in decision-making and business practices to develop mutually beneficial relationships with communities it and its clients operate in.

The company annually identifies a local Charitable or Community based organisation to support on either fund raising or provision of our products and/or services.

Health and Safety

We maintain a clean health and safe working environment with nominated HSQE representatives to champion the continual improvement of our policies and processes.

We take our responsibility to protect our employees, clients and the public seriously whilst undertaking all our operations.

Subcontractors

All suppliers who carry out works on our behalf are thoroughly vetted through our extensive Pre-Qualification Questionnaire. This selection questionnaire is designed to enable Paragon Security to assess the Health, Safety, Quality & Environmental (HSQE) standards that our partners and contractors are committed to.

Paragon Security has statutory obligations to ensure our partners and contractors are competent, compliant and understand their lawful duties.

Our Partners and Sub-contractors are required to demonstrate the correct behaviours regarding our HSQE objectives.

Paragon Security operates a culture that positively encourages the reporting of incidents, accidents and near misses. As a results of this emphasis on HSQE, only approved companies that demonstrate commitment to zero harm and people safety first will gain approval to become a Paragon Security partner.

Each Partner will be assessed on the content of their questionnaire along with supporting documents provided, and will be allocated a grading status.