

Corporate Social Responsibility

As a company, we're committed to improving our environmental performance, protecting our customers' assets and having a positive impact on our local community, all while ensuring the wellbeing of our team. While details of all our policies are available separately, this is designed to give you a quick overview of our corporate social responsibility policies.

Our green credentials

In accordance with our ISO 14001 accreditation, we:

- Give due consideration to the selection of products and their sources, to limit the effect on the environment of both production and distribution.
- Reduce, reuse and recycle waste generated by our business operations.
- Actively promote, amongst customers and our staff, an understanding of and conscientious approach to environmentally sound consumer and business practices.
- Meet or exceed all environmental legislation relevant to the Company.
- Manage our business operations to prevent any avoidable pollution.
- Work closely with our manufacturers and distributors to foster a commitment to improved environmental performance.
- Ensure the ongoing evaluation and continuous improvement of operations, in order to maintain optimum efficiency.

We also take pains to dispose of waste ethically, from recycling office waste to becoming a full member of the Distributor Take-Back Scheme (DTS), as defined in regulation 35 of the WEEE Regulations. This means we make a financial contribution towards the development of the network of Designated Collection Facilities for WEEE, instead of collecting waste items in-store. We also offer buy back and recycling schemes to our customers. This enables them to trade in their end of life equipment against new orders, providing a financial incentive for them to adopt greener policies.

Doing our bit for local schools and businesses

When outsourcing work or otherwise contracting to third parties, we actively seek to support the local business community by contracting to smaller, niche service providers rather than national or multinational generalists.

We also work with local schools and colleges to offer technical apprenticeships in our support and engineering departments, and with further and higher education organisations to offer internships and work placements for those in vocational business training. We aim to provide young people with a clear development and training path during their time with us.

Making sure our partners are above board...

We will only do business with companies that share our commitment to treat all stakeholders fairly and ethically in accordance with the United Nations Global Compact on human rights, labour regulations, protection of the environment and anti-corruption.

We make every effort to ensure that both Jigsaw24 and our suppliers abide by all relevant legislation, including:

- The Bribery Act 2010.
- United Nations Global Compact.
- Modern Slavery Act 2015.
- Public Contracts Regulations 2015
- Directive 2014/24/EU.
- Equality Act 2010.
- Public Services (Social Value) Act 2012.

The Finance Director has overall responsibility for procurement within the business, and the finance and procurement team are responsible for supply chain management. When working with subcontractors on a project, the Company appoints a project manager to take responsibility of the subcontractor relationship, in order to provide ourselves and customers with a single point of accountability.

We monitor our suppliers and subcontractors using a three point system of audits, operational performance management meetings and customer feedback. Our ISO9001:2008 quality management system provides us with processes and procedures for reviewing supplier performance, including a rolling audit programme that includes unannounced visits to supplier premises and to customer sites.

...and that our team all get a fair shake

At Jigsaw24 everyone has the right to be treated with dignity and respect and not to be disadvantaged in any way as a result of their race, gender, disability, nationality, religion, age, sexual orientation, family status or any other personal characteristic.

We are committed to the equal treatment of everyone who works for the Company and those applying to join us. So, we all share an equal obligation to colleagues, customers and business partners to provide a safe, fair and equitable working environment in which each individual can seek, obtain and continue employment without experiencing any form of positive or negative discrimination or harassment.

The Company is fully committed to providing equal opportunities in employment and the elimination of unlawful and unfair discrimination, and values the differences that a diverse workforce brings to the organisation.

The Company will not discriminate on the grounds of race, gender, disability, nationality, religion, age, sexual orientation, family status or any other irrelevant factor and will build a culture that values openness, fairness and transparency.

Making sure we find the best people

In accordance with the DfE's 'Safeguarding Children: Safer Recruitment and Selection in Education Settings' recommendations, we've got a three step process for checking up on new hires:

1. Verify the applicant's identity and address

All applicants must provide:

- A passport (if available).
- A current driving licence (if available).
- A National Insurance number (either on a P45, P60 or NI card).
- Documents confirming any educational and professional qualifications referred to in the application.
- Documents confirming any name change by deed poll or other process (eg marriage, adoption or statutory declaration).
- Any documents necessary to establish the individual's right to work in the UK.

2. Get employer references

- All offers of employment need at least two satisfactory references – one of which must be from the applicant's current or most recent employer.

3. Get a Disclosure and Barring Service checks (DBS)

- Any Jigsaw24 employees who might need to attend a site where they could be brought into contact with children or young people must be subjected to a DBS check.

Giving something back

We feel that companies should find ways to give back to the community. That's why we have set up a Community Strategy Group, which is there to help focus and communicate the company's approach to investment in the community. The group is headed by John Hughes (Jigsaw24's Director of Finance & Operations) and two members of staff who have been allocated co-ordination roles.

Jigsaw24 have supported Children in Need to the tune of £15,000 over the last three years. We have also submitted teams into several charity sport events such as the Robin Hood Marathon (Kelly Holmes Trust and Macmillan), the Derby 10k (Sporting Futures and Rainbow Hospice) and the Cooper Parry 10k (Macmillan).