

# **Park Woodfine Heald Mellows LLP (“PWHM”)**

## **Corporate Social Responsibility Policy**

### **In respect of the Environment**

The firm will:-

- Encourage its staff at all levels to
  - eliminate or reduce waste significantly
  - recycle waste wherever possible
  - adopt a ‘green’ approach to the consumption of energy both within the office environment and outside
  - take pride in the immediate environs of the firm’s offices for the benefit of staff, clients and the wider community
  - work with clients past present and future to develop ways of working which reduce the dependency on non-renewable energy and eliminates unnecessary waste without affecting the quality of service required to be delivered.
- Put in place procedures to enable members of staff to consume less energy within the workplace
- In all its dealing with suppliers ensure that they too have a policy with regards to the recycling of waste and the use of recycle materials wherever possible.
- In considering any future accommodation take all possible steps to ensure that such accommodation is as energy efficient as is possible taking into consideration all available affordable modern technology.
- Take every step to reduce its ‘carbon footprint’ year on year with a view to becoming carbon neutral by 2015.

### **In respect of the Community**

The firm will:-

- Encourage staff at all levels to participate fully in activities within the communities local to their place of work or home.
- Make time available within the working week to enable such participation to take place.
- Identify in consultation with staff through the Employees Forum [or such other body as may replace it] local charities and community groups with which staff can become involved and to establish the necessary 'partnerships' and protocols with them to maximise the benefit to all concerned.
- Identify in consultation with staff through the Employees Forum [or such other body as may replace it] particular charities to be the focus of fund raising activities each year and to actively promote those charities in all the firm's activities and publicity throughout the given year.

### **In respect of our clients**

The firm will:-

- Consider the needs of each client on an individual basis
- Continually review the service that we offer to ensure that it is cost efficient
- Ensure that our service remains accessible to all those who need assistance
- Spend time getting to know its clients in order to develop relationships

### **In respect of our staff**

The firm will: -

- Encourage staff at all levels to participate fully in any discussions, via the Employee Forum, on any aspects which are of concern to them and the firm in moving forward.

- Listen to any ideas or views put forward by staff at all levels in relation to any matters which relate to the operation of the business.

This policy is an integral part of our core business strategy and is reviewed regularly and updated as necessary by the Employee Forum in conjunction with the Managing Partner and Business Development Manager.

In conjunction with this policy, the Employee Forum will produce an annual [CSR Plan](#).