
Environmental Social Governance (ESG)

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0.2 Revision Control

Date	Revision	Description of change
28.05.2024	0.1	First Issue for review
03.06.2024	0.2	Remove committee details
04/07/2024	1.0	Initial Release

Approver (when name is added, document is deemed approved by approver)	Date	Owner
Melissa Chambers	04/07/2024	Chaunsey Marshall

1 Purpose

The purpose of this policy is to ensure Sitehop minimise our environmental impact, make positive social impact and ensure we always practice good corporate governance.

As such, Sitehop takes its obligations to the wellbeing of its employees and the environment seriously. Its employment contracts, operating policies and procedures reflect this commitment.

2 Environmental

These are standards surrounding the use of energy resources, procedures for waste management, and impact and efforts toward slowing climate change. Sitehop is ISO 14001 certified and is committed to preventing pollution, minimising waste from its offices and workspaces and adopting good environmental management practices. Our commitment to this is documented in our Integrated Management Policy as well as our Environmental Assessments.

This provides assurance that as a company we are committed to:

- Making efficient and environmentally responsible use of energy and water and exploiting opportunities to maximise efficiency.
- Designing products and services which reduce environmental impact.
- Making efficient and environmentally responsible use of energy and water and exploiting opportunities to maximise efficiency.
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- Using technology to lessen the need for travel.
- Continuous improvement of our environmental performance
- Fulfilment of our compliance obligations.
- Achievement of environmental objectives.

2.1 Social

Sitehop is aware that the running of our business will affect our place of work, the community, and the wider environment in which we operate. We are committed to running our business so that we can make a positive difference in these areas, and we continue to make efforts to achieve and improve this.

Sitehop is fully compliant with current UK regulations regarding social practices these are detailed in Regulatory and Legal Obligations document.

Our social responsibilities are evidenced in the following ways.

2.2 Employees

- We keep our staff fully informed of our policies and procedures.
- We encourage and maintain an open and honest approach to all our communications.
- We actively encourage all employees to take up training courses for their professional development.
- We encourage training to keep up with industry standards and certifications.
- We provide information regarding professional ethics.

2.3 Equal Opportunities and the workplace

- We are committed to providing an environment of equal opportunities for all members of our workforce.

- Sitehop is committed to the equal treatment of all employees and promotes the prohibition of discrimination, in areas including equal pay, fair treatment and employment opportunities for a diverse workforce.
- Sitehop offers flexible working arrangements where practicable to help employees achieve a good work/life balance.
- Sitehop provides work environments of a high standard for the benefit of our employees and customers, with equally high standards and adherence to health and safety requirements.

2.4 Governance

Sitehop are committed to ensuring our corporate governance processes are transparent , honest and fair. We ensure the company’s strategies and processes for the regulation of its operations incorporate its approach to professional ethics, accountability and risk management.

The board oversees the corporate governance which is regularly monitored and reported on within management meetings.

Sitehop provides clear guidelines in the employee handbook and contracts, to all employees regarding the following,

- Anti-bribery & Anti-corruption
- Data Privacy and Information Security
- Gifts/Entertainment Policy
- Reporting of incidents and breaches

Sitehop is certified to ISO 27001 further evidencing our commitment to addressing risk and continuous improvement of our governance activities and has a business continuity plan in place to ensure continued operation of the business.