CORPORATE SOCIAL RESPONSIBILITY POLICY

The NoteMachine Group recognise that Corporate Social Responsibility (CSR) matters are of increasing importance to staff and interested parties, including candidates and clients. The social climate that exists today demands that organisations conduct themselves ethically and sustainably in order to succeed and grow.

The NoteMachine Group appreciate the need to conduct our business in this climate, and to embrace fully the obligations it has to make a positive contribution to society.

The Group believes that its CSR Policy shall strive to benefit its employees, suppliers, customers, partners and the communities they represent and operate within. The Group understands that we do not operate in a vacuum and the practices, standards and operations that we implement have an impact, both large and small, on the wider community.

We focus our CSR Policy on the following areas:

Employees

We are grateful for the contributions of our people to making our business a success and embrace the commitments under our mutual obligation. We provide good conditions of work and equal opportunities. We build on employee satisfaction and through training, develop their skills, knowledge and behaviours for their greater benefit and quality of life. Our employees represent our company in their communities and by providing them with transferable skills we enable them to champion development outside of our operations.

Health and Safety

We put health and safety at the core of everything we do, and take necessary steps to ensure that our employees, customers, suppliers and clients are not placed under undue risk of harm.

Environment and Sustainability

We engage with environmental concerns at the earliest stages of our business development to minimise unnecessary waste and maximise opportunities for sustainability and recycling. We embrace the need to ensure our business is commercially and socially sustainable, and align our long term goals to continue to provide benefit to the wider environments that we operate in.

Relationships with Customers

We engage with our customers to understand their needs, using their feedback to develop and monitor our quality assurance standards and apply practices to support this.

Suppliers and Partners

We operate our supply chain using principles of mutual respect and promote CSR through our business partners.

Community Engagement

We engage with local communities and charities on a regular basis to promote good causes and enable them to continue providing valuable third sector services.

Standards

We set high standards of professionalism throughout the company and promote best practice in respect of ethical behaviour from the top down.

The Organisation's CSR shall be implemented and maintained through the following key policies:

- Quality Assurance Policy
- Equal Opportunities & Diversity Policy
- Environmental Policy
- Health & Safety Policy
- Supply Chain Code of Conduct
- Anti-Corruption and Anti-Bribery
- Whistleblowing Policy