

Greenford. Ltd

PP19. Procedure for Social Responsibility Policy

Greenford. Limited provide services to enhance and improve existing natural habitats, sites of special scientific interest, heritage projects, listed buildings, and protected wildlife areas, as well as the creation of new developments, including marinas, lakes, ponds, riparian structures (moorings, dry docks) and many other interesting and unique projects.

The company philosophy is to provide highest quality, value for money solutions, with an experienced, capable and enthusiastic team.

A Company Manual containing policies and practices is available at both our Offices, and pertinent documentation is always available at every live Project Office.

Greenford. Limited are committed to conducting our business in a socially responsible and ethical manner by recognising our responsibility to contribute positively to the community that we inhabit. The nature of our business requires that we are predisposed to high standards regarding our surroundings and neighbours; we also encourage small but purposeful actions within our business to promote a positive attitude amongst our employees – some examples are...

- Recycling postage stamps and sending to the RNIB (Royal National Institute of Blind People).
- Recycling stationery – envelopes / paper clips / notepads.
- Sending printer cartridges to the Dogs Trust Charity.
- Recycling waste timber by utilising as fuel in the wood burning stove at one of our offices.
- Encouraging our employees to use alternative forms of transportation other than driving i.e. cycling / walking / public transport.
- Purchasing services and materials as locally as possible to our projects or planning projects so that minimum deliveries / journeys are created.
- Instead of sending Christmas Cards donating to charities within the immediate community (last year our donation allowed the local not for profit playgroup to create a garden).
- Using environmentally friendly cleaning products.
- Ethically source timber from our carefully selected suppliers via the businesses nominated person responsible for the Quality Management function.
- Ensure all goods and materials are ethically sourced via the businesses nominated person responsible for the Quality Management function.

Our employees are one of our most important assets and we are proud to provide a family environment where employees are appreciated, valued and given regular feedback. All of the Directors work within an open area with their colleagues so that everyone can communicate freely.

We recognise parental and family obligations and ensure that all employees are allowed personal time on short notice or flexible hours if necessary.

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Greenford. Limited proudly employ staff of varying ages, creed, colour and ability and enjoy the rewarding benefits of this diversity.

Greenford. Limited encourage employees to pursue training opportunities and gain new skills, as well as offering a mentoring scheme to existing supervisors wishing to graduate to Site Manager status. Training is a key factor in our success, and we are happy to provide ongoing training to all staff.

Greenford. Limited treats all employees fairly, and offers an 'open door' policy so that any member of staff can feel free to speak to a Director for any reason.

Employees are invited to express opinions relating to working procedures and practices and we pride ourselves on working as a team with contributions from all staff at all levels.

We strongly believe in rewarding employees for a job well done, and have strategies for linking performance with rewards. Our objective is to promote a loyal and keen workforce with a strong team attitude who 'look out for each other'.

Remuneration is based on experience, skills, ambition and is reviewed regularly and fairly.

Due to the variety and 'nature' of some of our unique projects, we empower our employees to act enthusiastically when faced with a challenge. Working within a framework where Health and Safety is a priority, we enjoy providing successful solutions to difficult tasks.

Communication is at the heart of our successful projects. A detailed plan for each project clearly shows the lines of communication and a reliable system is in place to ensure that a senior member of the company can be contacted at any time.

We encourage employees to approach their Site Manager / Director if at any time they require support regarding work or non-work issues and are prepared to offer helpful and purposeful advise.

Greenford. Limited are highly motivated by their strong beliefs and values and driven by sincerity and integrity to behave responsibly within the business and social community.

The above statements have been an intrinsic part of our business ethos from the start and will continue to be throughout our future.

Robert Hutton
Director
December 2020

