

## CORPORATE SOCIAL RESPONSIBILITIES POLICY

**Policy Statement:** The McSence Group is an award-winning, commercially successful social enterprise formed in 1988 as a response to the devastating effects of local colliery and factory closures in Midlothian. Incorporated as a charity, the group now comprises three main companies which provide a wide range of services including:

- ✚ **Care:** Care at Home, Companionship & Home Help
- ✚ **Property:** Property Maintenance, Cleaning Services, Property Development & Estate Management
- ✚ **Training:** Conferencing/Training Facilities & Training

**All Employees:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

**The Workplace:** This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

**McSence Groups' mission statement is:** *"To strive to establish ongoing and profitable business ventures which will create sustainable long-term employment and contribute to the regeneration of the communities of Mayfield and Easthouses"*

**Community Involvement:** The McSence Group invests greatly in the local community by:

- ✚ Providing local sustainable employment
- ✚ Providing funding for the Midlothian & Easthouses Grants Association (MEGA)
- ✚ Funding and supporting the local Y2k Project
- ✚ Organising and hosting various community events

**Equal Opportunities:** The McSence Group is an equal opportunities employer and seeks to employ a workforce which reflects the diverse community at large because we value the individual contribution of people, irrespective of age, colour, disability, gender, marital status, nationality, political opinion, race, religion, sexuality or otherwise.

Our policy is to provide equal opportunities in all areas of Recruitment & Selection, Reward, Promotions & Transfers and Training & Development, and to apply them equally to all employees whether they are full or part-time.

We will ensure that employees are not disadvantaged by conditions or requirements, which cannot be shown to be justifiable. We will not tolerate acts which breach this policy and all instances of such behaviour, or alleged behaviour, will be taken seriously, be fully investigated and may be subject to our disciplinary procedures. We will install facilities for people with disabilities in existing premises, wherever practicable to do so. Whenever we invest in new or refurbished premises, every effort will be made to provide for the needs of staff and visitors with disabilities.

The group keeps its equal opportunity policies under review, monitors progress and takes such affirmative actions as may be needed to eliminate any form of unlawful discrimination and to encourage the composition of a well-balanced workforce.

If an employee feels that they have been subjected to discrimination, they should initially talk to their Manager (or another senior manager if your own manager is the alleged source of the discrimination). Should the employee wish to lodge a formal grievance, the grievance policy and guidelines in this Handbook should be followed.

**Workplace & Flexible Working:** Parents of children under six or of disabled children under 18 have the right to apply to work flexibly. We have a statutory duty to consider applications seriously however this right does not provide an automatic right to work flexibly as there may be circumstances when we are unable to accommodate the employee's desired work pattern. This right is designed to meet the need of both parents and employers. Its objective is to facilitate discussion and encourage both the employee and the employer to consider flexible working patterns and to find a solution that suits both parties.

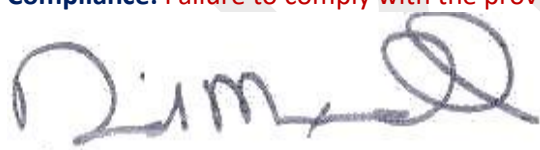
**Training & Development:** The McSence Group attaches considerable importance to training and development at all levels and the following general points are for the information of all staff:

- ✚ It is our intention to ensure that induction of new staff will be carried out and that it will be applied to all new staff of whatever level within their initial period with the Company.
- ✚ All new staff, having undertaken the brief induction mentioned above, will be given such training as is necessary according to the nature of their job and in the light of their own previous training and experience.
- ✚ The same will apply to staff promoted or transferred where the nature of their new duties requires a further element of training and this will be done either before or as soon after the job change as possible.
- ✚ The Company's system of appraisal and the resulting discussions between members of the staff and their Managers will continue as part of how training, and development needs are identified and reviewed. All staff should take the opportunities of such interviews to discuss openly with their Managers their own aims and ambitions and views on further training needs.
- ✚ Provision of some types of training or study will be subject to a 'Training Fees Agreement' and the repayment of fees should you leave the Company. You will be advised if this applies to you. Any employee is free at any time to discuss training needs or development objectives with their Manager. It is the responsibility of Managers to ensure that all employees who report to them are competent to perform allocated tasks correctly and safely. It is a condition of your employment that you participate fully in all training that is provided for you.

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**Company Intranet – Staff Zone:** All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

**Compliance:** Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



*McSence Group Signatory:*

**David Maxwell | Chief Executive**

**McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd**

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**Policy Amendments & Revisions:** This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.