

## **Kingsley Napley Corporate Social Responsibility (CSR)**

The firm has always tried to engage in CSR through charitable donations and sponsorships but has recognised that to maximise its impact and benefit to those charities and the environment, a policy was required to focus the firm's efforts. The firm's involvement in CSR activities will help:

- Cementing relationships with the local community
- Contributing to the local economic development
- Maintaining goodwill with key clients or contacts by supporting their initiatives
- Improving the quality of life of the firm's employees
- Philanthropic/altruistic (decisions helped by an allocated sum of money)

The policy is separated into three categories:

- External (responsibility with the Head of Marketing)
- Internal (responsibility with Head of HR)
- Environmental (responsibility with the Facilities Manager)

### **1. External - strategic and comparative advantages.**

Examples of External - strategic and comparative advantages include:

- Donations to charity
- Sponsorship
- Pro bono work
- Involvement in community projects i.e. local school's library project

#### ***Donations to Charity & Sponsorship***

The firm will support a main charity over a long-term (perhaps 2-3 years) and will contribute a sum of money that will have a significant impact on that charity. An allocated sum of money would be donated as well as a commitment to support it in as many other ways as possible which may include pro-bono work and attendance at their fundraising events. The firm's main charity is chosen by asking staff to nominate a charity/worthwhile cause and asked to provide justification for their nomination. Once the main charity has been agreed, three or four other charities are chosen from those submitted and one fundraising day for each charity is held at the firm. The firm's current main charity is The Rainbow Centre and further information can be found from their web site at [www.rainbowcentresrilanka.com](http://www.rainbowcentresrilanka.com)

### **2. Internal - Employee retention and recruitment.**

Our Principles:

As a firm we strive to incorporate our ethics and values to match those of our clients, our employees, the community at large and other relevant stakeholders.

We do this in various ways:

- Our approach to the people with whom we do business - our clients and suppliers
- Through our recruitment processes, including job advertisements, appointments and induction into the Firm.

- We offer our employees fair and concise terms of employment and provide them with the appropriate resources to support their continued development.
- Our Equal Opportunities policies demonstrate our understanding that individuals' needs at work are different and that some may have special requirements, for example those of a particular religion may need somewhere quiet to pray, others might need a holiday on a particular day for a religious event or need to have somewhere to store specially prepared food. Additionally, some employees may have a disability that requires us to make adjustments to their working environment.
- We offer a comprehensive range of Family Friendly policies that provide our people with the opportunity to have a good work life-balance, achieve personal goals and make a contribution to society.
- We endeavour to provide a range of benefits that are not only competitive but are also meaningful to individuals' respective lifestyle and which directly or indirectly have a positive impact on our social responsibility. This includes a confidential Advisory service through PEC which provides support to employees and family members coping with life issues; Income Protection to assist during period of incapacity; quick and easy access to medical care.
- Our policies, procedures and benefits are above government and statutory regulations, for example: maternity, paternity and annual leave entitlements.
- We aim to encourage CSR by its inclusion in our strategic planning. We ensure that our business objectives are guided by sound commercial judgment and
- The Firm has made a significant investment in a Competency and Development framework to enhance the skills of its people to develop business, personal and career opportunities.
- We aim to identify activities that are appropriate for the firm to be involved with and to give our employees support to actively participate in projects to the betterment altruistic participation in activities which e.g. pro bono work
- Economic growth and as far as possible, security of employment
- Policies and procedures that encourage our staff to consider our impact on the wider environment, for example saving resource through such things as turning off lights, heating and computers outside business hours.
- Cyclists are provided with parking facility and shower room
- A large number of our fee earners are members of various law committees who through their participation and contribution are able to, amongst other things, influence changes in the profession.
- Our obligations extend to the future development of the legal profession and the provision of career opportunities through the recent introduction of a trainee scheme.
- We expect our employees to contribute a high level of business performance but at the same time minimising and effectively managing risks.
- We recognise the need to bridge any gaps between our fee earning and non fee earning staff by ensuring that our policies and procedures continue to be inclusive.

- The firm endeavour to provide a framework within which employees can make a contribution in whatever way they wish to, be it charitable, in partnership with the community, within the legal profession, within education, supporting free access to legal services and gain personal fulfilment. Any pro bono work done by our people will be recognised in their chargeable hours and financial performance.
- We constantly review how we can provide a fulfilling working environment and promoting a culture where people are encouraged to put forward creative ideas and challenge the status quo in an appropriate manner.
- As a Firm we should guard against being complacent but rather that we constantly seek ways to engage with the principles of the protection of the environment and strive to improve our environmental performance through the implementation of pragmatic environmental policies.
- We propose to encourage a dialogue with the local community with a view to making tangible contributions.
- The firm promotes good health and well-being, as demonstrated in the provision of interest free gym loans, cycling, private medical insurance, return to work interviews following sickness absences, the use of an Occupational Health Adviser and dse assessments. Our health and safety policies and procedures also provide a safe working environment.

### **3. Environmental**

This section of the policy covers the firm's physical environmental impact and addresses areas such as recycling and energy consumption.

The firm currently (as of May 2007) takes the following steps:

#### **3.1 Recycling**

##### **Paper**

Confidential bins are located on each floor both at KQ and EC and all paper – whether it is confidential or not – should be put in these bins for recycling. The bins are emptied on Mondays and Thursday evenings by an external company (SITA) and taken to their shredding depot in Barking where the paper is shredded and recycled.

##### **Ring binders**

The board we use is made from recycled waste paper. The ring metals are made from steel re-cycled from the motor industry. The plastic on this product is manufactured to an exact size, eliminating any manufacturing wastage and is totally recyclable.

##### **Toners**

Fax and printing toners are collected and recycled. Each recycled toner also raises money for charity: printer toners earn 50 pence for Against Breast Cancer and the duplex/fast printer toners will earn up to £4.50.

##### **Used light bulbs (including light strips)**

A recycling unit is kept on the roof. A firm come in every three months to collect the used bulbs and dispose of them in accordance with the Regulations.

### **Furniture**

Any old furniture is advised to staff for first option of use and when storage is a problem the furniture is disposed of and in some cases given to a charity.

### **Mobile phones**

Any second hand mobile phones which still work are given to anyone member of staff on request on a first come basis. Used mobiles that do not work are sent back to Vodafone who will then recycle them.

### **Christmas cards**

Cards are currently recycled in the same way as our confidential paper.

## **3.2 Energy consumption**

### *Electricity*

Lights in rooms are left off in offices when the room is unoccupied. Any lights left on are switched off by the security guard when carrying out their routine inspections in the evenings.

### *Heating/Air Conditioning*

Staff are encouraged to switch off their units when they leave the office and switch on when they come in, especially at the weekends. Any units left on are switched off by the security guard when carrying out their routine inspections in the evenings. The guards switch the units on in the morning.

## **3.3 Other**

### *Bottled water*

A bottling system at KN has been implemented which has eliminated purchase of bottled water.

## **Plans for the future**

### **3.4 Recycling**

#### *Rubbish*

We will investigate having more bins distributed on the floors to make it easier for staff to dispose of their rubbish, placing materials that can be recycled in the relevant bins. The kitchen bins now get emptied out once during the day.

#### *Cardboard*

Will investigate looking into recycling cardboard boxes if space can be found to store them.

#### *Plastic*

We would like to discontinue use of plastic teaspoons. These teaspoons are currently thrown away after one use and plastic is one of the most difficult materials to recycle. We will purchase metal teaspoons, knives and forks, which will be washed up rather than thrown away.

#### *Dictaphones*

We currently have about 200 dictaphones in store which are available to any not-for-profit organisation that can make use of them.

#### *Telephones*

We currently have about 200 old telephones in store. A small telecoms maintenance company are looking into purchasing these to include the old servers.

*IT Equipment*

We currently donate IT equipment to 'Computers for Charity' and printer toners to Against Breast Cancer.

We will investigate obtaining monthly certificates from SITA which will indicate quantity of trees saved, kilos of paper recycled, kilowatts of energy conserved and cubic metres of reduced landfill as a result of our recycling.