

## **Corporate Social Responsibility Policy Statement 2022**

The Holmes Wood Consultancy Ltd is committed to promoting sustainability; caring for our environment; supporting charities and local communities; promoting equal opportunities; ensuring safe and efficient working practices; and working with suppliers who uphold similar values.

As part of the Benoy group, Holmes Wood have the opportunity to design for more than people and places. We create communities. These projects can shape the development of the wider area and contribute to the strength of the region. Whether it is rejuvenating city centres or introducing a new concept to undeveloped land, we can bring transformational change that emphasizes the commercial, social and environmental potential of place. These projects can affect everything from energy management to improving infrastructure and we constantly strive to share our creativity and ethics in the most appropriate form.

### **Environmental Issues**

Concern for the environment and promoting a broader sustainability agenda are integral to our professional activities and the management of our company. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Holmes Wood continues to research alternative resources so that we are able to provide our clients with sustainable alternatives to be considered in comparison with typical materials used in the UK and European marketplace.

The Holmes Wood Consultancy Ltd are dedicated to reducing our carbon footprint and any negative impact that we may make on our environment. Every effort is made to reduce and dispose of waste that arises from our operations in ways that minimise harm to the environment and prevents pollution of land, air and water.

- Our printer toner cartridges are re-filled rather than disposed and replaced.
- Employees are encouraged to recycle all waste appropriately using recycling bins provided in the studio.
- Day to day printing (where required) is carried out in black and white only; using printing paper that is 100% recycled and carries the FSC kite mark. We encourage
- We have made it our policy that all Presentations are digital and are no longer printed.
- Drawings and 1:1 test prints are printed on paper that is 70% PEFC certified - made from at least 70% wood from sustainably managed forests and controlled sources for which the risk of originating from controversial sources has been minimized through the implementation of the PEFC Due Diligence System.

### **Charitable Giving**

As Designers, our Corporate Social Responsibility programme often manifests itself in our projects. However, the extent of Holmes Wood's commitment is not limited exclusively to our design projects. We also support smaller charities that are making a real difference to the

local area and important causes.

We regularly contribute our design team's time, as well as financial support. Over the last two years we have had an active relationship with Create Arts, a leading UK charity that empowers lives, reduces isolation and enhances wellbeing through the creative arts. Other charitable causes Holmes Wood have supported include The Bounce Trust, Children with Aids Charity, Save the Rhino International and Children of St Mary's Intensive Care.

### **Information Security**

The Holmes Wood Consultancy Ltd have taken several steps to safeguard the integrity of our data and prevent unauthorised access to the information that we hold. Security measures have been built into the design implementation and day-to-day practices of the entire studio as part of our commitment to risk management. Holmes Wood's business continuity plan assists the continuing of business during and/or after a significant disaster ensuring that employees, clients and suppliers are able to continue to operate to the best of ability under all circumstances.

### **Stakeholders**

The Holmes Wood Consultancy Ltd takes into account the interest of all our stakeholders including employees, clients, suppliers, our community and the environment. We are very proud of our reputation and as a leading UK based design company specialising in wayfinding, sign and graphic design solutions, adhering to the highest standards of integrity, personal conduct, ethics and fairness is deemed to be of vital importance.

### *Clients*

The Holmes Wood Consultancy Ltd works for a wide range of clients from public institutions to global corporate groups, commercial and service organisations. It is the policy of the Holmes Wood Consultancy Ltd to earn a reputation for quality and excellence, fulfilling contractual requirements and meeting the relevant specifications, expectations and needs of our clients. Our work requires us to combine skills and specialist knowledge including project management, wayfinding design, brand implementation, product design, compliance with the UK Equality Act, knowledge of construction/manufacturing expertise and suppliers. We have an extensive knowledge of the skills and suitability of many suppliers and materials for use in producing and installing signs. We liaise closely with manufacturers and always work to obtain best value for our clients and to provide the standards of product and service that have been agreed. Holmes Wood has deliberately cultivated a distinct attitude of freshness and determination, always making sure we are strong, honest and straightforward in our opinions and advice. Our emphasis is on giving clients our best advice, adding value, and on doing the job right.

### *Suppliers*

The Holmes Wood Consultancy Ltd has established close working relationships with our suppliers. In this way a programme of continual quality improvements is maintained and quality disputes avoided or quickly settled. Supplier and sub-contractors are selected on their ability to meet requirements, especially those of quality. Holmes Wood ensures the capability and quality of suppliers work through clear communication with our suppliers, regular meetings and close evaluation of product samples. Holmes Wood has a policy not to offer, pay or accept bribes or substantial favours.

### *Local Community*

The Holmes Wood Consultancy Ltd aims to make the community in which we work continue to thrive in any way that we possibly can. Food for our team lunches is purchased from our local cafes and restaurants in a conscious effort to support local business. As our practice has expanded, we have also found that it is fundamental to recruit locally and work with established institutions. This enables us to offer international expertise that is supported by local knowledge from the communities around us.

### *Employees*

The Holmes Wood Consultancy Ltd recognise that our employees are our greatest asset and key to continued growth and success. We are committed to providing careers and a working environment in which our employees can achieve their fullest potential. Employees are kept informed on all Holmes Woods affairs through weekly team meetings and daily discourse. Employees are encouraged to discuss operational and workload issues with senior employees/Directors day-to-day and during regular reviews and to suggest ways to improve performance and efficiency.

The Holmes Wood Consultancy Ltd are diligent in providing clear and fair terms of employment; a clean, healthy and safe working environment; equal opportunities for all present and potential employees; insuring all employees are clear on all of Holmes Wood's policies and procedures.