

Corporate Social Responsibility Policy

CCAS Limited

CCAS are committed to behaving ethically and responsibly throughout all our business activities and are very aware of our potential impact on our **people**, both internally and externally, the **communities** around us and the wider **environment**.

People

We are committed to providing equal opportunities to all existing and potential employees whether in their recruitment, training or promotion and to eliminating discrimination in the workplace, whether on the grounds of disability, gender, sexual orientation, marital status, race, colour, age, religion or belief, national or ethnic origins.

Community

We encourage our employees to contribute to the community and society at large and support them to the best of our ability on a continual basis.

We compete fairly and honestly by delivering best-in-class services to our clients. We do not condone or encourage, directly or indirectly, unlawful or unethical behaviour or any other activities that may be construed as being corrupt, unlawful or unethical.

We compete strongly and fairly with our competitors, complying with anti-competition laws to ensure services are provided on their merits.

Confidential and proprietary data disclosed is protected at all times. Privacy of our own, employee and individual persons is respected and appropriately used. Business records are preserved for the requisite retention periods whether in paper or electronic form and are properly disposed of at the end of the period.

Environment

We consider the respect and protection of the environment as an integral element of our underlying corporate responsibility and, as such, we continuously look across all of our business practices to ensure we have the minimal adverse effect on the environment. We have an Environment Policy, an Equal Opportunities & Diversity Policy as well as a Health & Safety Policy.

In essence, we see operating responsibly as an integral part of operating successfully: a sustainable business needs to be successful and vice versa.

Signed (for and on behalf of the employer)

A handwritten signature in black ink, appearing to be a stylized 'D' followed by a flourish.

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Position: Director

Date:3rd January 2018.....