

CORPORATE RESPONSIBILITY POLICY

PNG Ltd and its associated companies, takes its' social and environmental responsibilities seriously and our well-established policies and practices demonstrate our long-term commitment to exceeding our legislative obligations.

We affirm our commitment to the following:

Environmental

Our Environmental Policy is sanctioned by our Health & Safety Director, who has identified four key objectives where we can improve our impact on the environment.

Waste

- We encourage the recycling and reuse of appropriate office stationery on a local level.

Energy Use

- By raising awareness of appropriate use of air conditioning and heating equipment throughout the company.

Consumables

- Reuse or recycle obsolete IT equipment by passing to charities, schools or community projects as practicable.

Company cars

- Our fleet department continually strive to source more ecologically friendly vehicles in order to minimise the impact on the environment.
- We also encourage car sharing where practicable, i.e. company meetings and training days.

Social Cultural & Community

PNG Ltd has been at the heart of the community since being founded in 1961 and has been proud to support a wide variety of deserving causes and community projects.

For the future we commit to:

- Identifying and understanding the social and cultural impacts of our business activities.
- Continue to build affiliations with organisations and relevant government departments that aid employment training and community projects.
- Identifying and assessing our contributions to social and cultural changes in the areas in which we operate.
- Continuing to encourage our colleagues to contribute to charities and their local community events, by matching their contribution, and giving access to the Give As You Earn scheme.

Employees

We believe that PNG Ltd and their associated companies are a great place to work. This is because we recruit and develop great people, and we will only retain them if we recognise and reward their efforts.

Our employees know that we:

- Encourage the recruitment, reward and development of great people regardless of age, sex, sexual orientation, race, religion, or belief.
- Respect and surpass our obligations under employment legislation, through our disciplinary and grievance procedures.
- Maintain our commitment to our equal opportunities policy in the work place, not just at the recruitment stage, but throughout our employees careers.
- Continually strive to retain our Investors In People status
- Maintain the highest standards of personal and business integrity towards each other as detailed in our ethics policy.

We continually monitor and review each of our people policies for legislative impact and effectiveness.

Our Dealings with Clients

Our clients come from every sector of our local communities, they will see and judge us on our actions.

- We have the highest number of professionally qualified consultants by examination within the UK.
- We are very proud to have won the BT/Daily Telegraph Customer service award.
- We are committed to providing excellent customer service.

Our business dealings are reflected in our ethics policy, which aims to ensure the integrity of each of our employees.

Our Dealings with Applicants

Our applicants reflect the diversity of the community in which we work. Our dealings with applicants are governed by:

- Conduct of Employment Agencies and Employment Businesses Regulations 2003
- We continually achieve BS EN ISO 9001:2000 accreditation through external auditing.

PNG Ltd is an active member of the Recruitment & Employment Confederation (REC). We also encourage and support our consultants to become members of the REC. This gives assurances that we are fair and consistent in our dealings with both applicants and clients.