



## Corporate Social Responsibility (CSR) Policy

**Effective Date:** 24/11/2025

**Review Date:** Annual or upon legal/regulatory change

**Approved by:** Director, GEODEC Limited

### 1. Purpose & Scope

This Corporate Social Responsibility (CSR) Policy sets out GEODEC Limited's legally compliant approach to operating responsibly, ethically, and sustainably across the United Kingdom.

This policy applies to:

- All GEODEC Limited employees
- Subcontractors and labour-only subcontractors
- Suppliers, agency workers, and consultants
- Any person acting on behalf of GEODEC Limited

Compliance with this policy is **mandatory**. Breaches may result in disciplinary action, removal from site, termination of contract, and reporting to relevant authorities.

### 2. Legal and Regulatory Compliance

GEODEC Limited will operate in full compliance with all relevant UK legislation, regulations, and recognised standards, including but not limited to:

#### Health, Safety & Environment

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Construction (Design and Management) Regulations 2015 (CDM 2015)
- Environmental Protection Act 1990
- Waste (England and Wales) Regulations 2011
- Hazardous Waste Regulations

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- Clean Air Act 1993

### **Ethical Conduct & Governance**

- Bribery Act 2010
- Fraud Act 2006
- Modern Slavery Act 2015
- Companies Act 2006
- Proceeds of Crime Act 2002
- Data Protection Act 2018 & UK GDPR

### **Employment & Equality**

- Employment Rights Act 1996
- Equality Act 2010
- Working Time Regulations 1998
- National Minimum Wage Act 1998
- Trade Union and Labour Relations (Consolidation) Act 1992

GEODEC Limited will review this policy annually or immediately following any change in UK law affecting this document.

### **3. Ethical Business Conduct**

GEODEC Limited commits to the highest standards of professional integrity.

We will:

- Operate a zero-tolerance approach to bribery, corruption, fraud, kickbacks, or unethical incentives.
- Ensure all commercial decisions are transparent, fair, and documented.
- Maintain accurate financial records as required under the Companies Act 2006.
- Protect client data in compliance with UK GDPR and the Data Protection Act 2018.
- Ensure all employees and subcontractors understand and follow this policy.
- Report any suspected illegal activity to senior management and, where necessary, to the relevant authorities.

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## **4. Environmental Responsibility**

We recognise our duty under UK environmental law to minimise impact.

### **4.1 Waste Management (Legal Compliance)**

We will comply with:

- Duty of Care under the Environmental Protection Act 1990
- Waste (England and Wales) Regulations 2011
- Hazardous waste storage, transport, and disposal rules

GEODEC Limited will:

- Segregate, store, and dispose of waste using licensed carriers.
- Keep Waste Transfer Notes (WTNs) for a minimum of 2 years.
- Prevent pollution and contamination of land, air, or water.

### **4.2 Sustainable Materials**

- Prioritise low-VOC, water-based, and environmentally responsible paints.
- Promote GEODEC Green principles and eco-conscious design solutions.

### **4.3 Carbon Reduction**

- Reduce business travel where possible and use efficient route planning.
- Maintain company vehicles to reduce emissions.
- Review opportunities for hybrid or electric vehicles as operations expand.

## **5. Health, Safety & Wellbeing**

Safety is a legal and moral priority.

GEODEC Limited will:

- Comply with all obligations under the Health and Safety at Work etc. Act 1974.
- Conduct suitable and sufficient Risk Assessments and Method Statements (RAMS).
- Ensure all operatives are competent under CDM 2015.
- Provide mandatory PPE and enforce its use.

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- Ensure safe use of tools, machinery, access equipment, and chemicals (COSHH).
- Report and investigate accidents, near misses, and hazards.
- Maintain an incident log and comply with RIDDOR reporting requirements.

Subcontractors must follow GEODEC Limited's health and safety procedures without exception.

## **6. Equality, Diversity & Inclusion (Legal Compliance)**

We will comply fully with the **Equality Act 2010** by ensuring:

- No discrimination on grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion or belief, sex, or sexual orientation.
- A workplace free from bullying, harassment, and victimisation.
- Equal access to training, opportunity, and progression.

We promote inclusive service delivery through specialist services such as **GEODEC Sense** (neurodivergent/sensory-friendly design) and **GEODEC AgeWell**.

## **7. Community, Social Value & Local Engagement**

GEODEC Limited supports local communities in compliance with social value and procurement standards.

We will:

- Use local labour, suppliers, and subcontractors where feasible.
- Support skills development, apprenticeships, and trade training.
- Provide social value contributions where required for public-sector projects.
- Offer accessible services for vulnerable groups through GEODEC AgeWell.
- Work respectfully in residential and community areas, minimising disruption.

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## **8. Supply Chain Responsibility & Modern Slavery**

Under the **Modern Slavery Act 2015**, GEODEC Limited will:

- Conduct due diligence checks on subcontractors and suppliers.
- Refuse to work with anyone involved in forced labour, child labour, or exploitative practices.
- Maintain transparent payment practices, ensuring prompt and fair payment.
- Require subcontractors to adhere to GEODEC Limited's ethical and safety policies.

Modern Slavery concerns will be escalated immediately to senior management.

## **9. Training, Competence & Development**

We will ensure all staff and subcontractors are trained and competent to work safely, legally, and professionally.

Training includes:

- Health and safety awareness
- COSHH training
- Manual handling
- Working at height
- Equality & diversity awareness
- Anti-bribery and modern slavery
- NVQ and trade progression support

Training records will be maintained and updated.

## **10. Monitoring, Auditing & Review**

GEODEC Limited will:

- Monitor compliance with this CSR Policy during works.
- Conduct internal reviews and audits annually.
- Investigate any breaches immediately.
- Update this document upon legislative change or following an incident.

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- Ensure all new operatives and subcontractors receive this policy during induction.

Non-compliance may result in removal from site, disciplinary proceedings, dismissal, or termination of contract.

## **11. Policy Approval**

This CSR Policy is formally approved by the Director of GEODEC Limited.

Signed By:

George Ryan Matthews

17<sup>th</sup> November 2025

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