



SOCIAL AND ETHICAL POLICY 2011

FOR

THE WILDE GROUP LTD

HARLESTONE FIRS

HARLESTONE ROAD

NEW DUSTON

NORTHAMPTON NN5 6UJ

TEL:- 01604 750387

The Wilde Group's Social & Ethical Policy ensures that the Group undertakes its activities in a socially, ethically and environmentally responsible manner. This includes the ethical treatment of employees, customers, associates, contractors, suppliers and the public. The policy extends beyond the Group's direct dealings with people to include the social impact of its activities.

The Managing Director, Silas Wilde is responsible for the implementation of this Policy and compliance with the policy will be monitored by the Health, Safety & HR Manager, Alison Treacher. The policy objectives are regularly reviewed and are supported by other specific policies and procedures which are regularly audited by external bodies eg The Health & Safety Policy, The Equal Opportunities Policy and the Environmental Policy.

Policy objectives:

The Wilde Group is committed to the principles of good corporate governance and to ensuring that its business is properly managed for the benefit of its stakeholders, including its managers and employees.

The Group believes in honesty, integrity and professionalism in all aspects of its business. Bribery and corruption are unacceptable practices. The Group will not knowingly participate in money laundering practices and takes all reasonable precautions to guard against this. The Group is committed to the development of Quality Management Systems throughout its business, as recognised by its ISO 9001 Accreditation.

Employees

The Group strives to ensure that all employees are treated fairly and with respect, and are appropriately rewarded. The Group seeks to operate above the standards laid down by employment legislation and the 1998 Human Rights Act requirements, to implement an effective Equal Opportunities Policy and to acknowledge staff representation. The Group arranges for independent confidential counseling and advice to be made available to all its employees.

The Group facilitates effective communication with and between its staff by various means including the quarterly issue of 'Wilde Times' staff newsletter, staff presentations and meetings, and invites feedback through staff evaluation forms.

The Group seeks to develop and train its employees to realise their full potential. The Group aims to ensure future succession and a supply of skilled management. All employees receive annual personal development reviews which enable individual training needs to be identified. Key staff within the Group are identified and nominated for an external management training course – 'The Bullet Proof Manager'. The Group also delivers an in

house training programme which includes time management, recruitment and selection, reviews and appraisals and various health and safety courses. Progress with training is monitored through the appraisal system and progress is reviewed every six months

Suppliers of Goods and Services

The Group endeavors to deal with all suppliers of goods and services in an open and honest manner and with professional standards of respect and integrity.

The Development Process

Sourcing of Materials

The Group encourages the procurement of materials produced in a manner that does not use child labour, nor any other form of forced or inhumane treatment, and from renewable/sustainable sources whenever practicable.

Construction

The Group takes all reasonable measures to minimise the disruptive effect on the community from the construction process.

Sales and After Sales

The Group strives to meet the reasonable expectations of its customers and to treat them with respect.

Health and Safety

Through its Health and Safety Policy, the Group conducts its activities with due regard for the health, safety and welfare of its employees, contractors, clients, visitors and members of the public wherever the Group's activities are carried out.

Community Engagement

The Group seeks to engage with the wider community, including national and local government, parish councils, local Agenda 21 representatives and community and residents groups in an open and honest manner.

The Group, through its programme of local employment and training schemes and with Local Authorities and Registered Social Landlords, aims to provide jobs and work experience for local people. The introduction of regional offices has resulted in an increase in local employment as staff are resourced locally and this also reduces our travel costs and emissions.

Charitable Donations

The Group supports a local charity each year and this is nominated by employees. The Charity of the Year benefits from special fund raising activities which encourage and promote inter division social networking. An annual target is set and employees are actively encouraged to suggest events and attend social events. At the end of the year employees are encouraged to participate in a presentation ceremony to the chosen charity.

The Group does not make donations to political parties, organisations or their representatives.



Silas Wilde – Managing Director

Glossary of Policies and Procedures in support of the Social and Ethical Policy

Corporate

- Environmental Policy

Employees

- Attendance Policy
- Absence Rules
- Holiday Entitlement Rules
- Compassionate Leave
- Jury Service
- Maternity Leave
- Parental Leave
- Company Car Policy
- Company Car Policy - conditions relating to the provision of a company car
- Standard Contract of Employment
- Standard Terms of Employment
- Disciplinary Rules and Procedure
- Grievance Procedure
- Internal Whistle Blowing Procedure
- Staff Gratuities
- Procedure of requesting eye or eyesight test
- Acquisition of a mobile telephone - monitoring and paying for private calls
- Overtime Rules
- Recruitment Procedure
- Recruitment Advertising Procedure

- Fire Evacuation Procedure (per office)
- Working Time Regulations - record of hours worked / opt out agreement
- Equal Opportunity Policy
- Investors in People
- Personal Computer Policy
- Smoking, Alcohol & Drug Abuse Policy
- Internal E-mail Policy
- Retirement Policy
- Retirement Procedure
- Stress at Work Policy
- Adoption Leave
- Paternity Leave

The Development Process

- Application to Tender as Principal Contractor
- Start on Site Checklist
- Project Completion Report
- Health and Safety Policy

The Community

- Key Performance Indicators

Charitable Donations

- Social and Ethical Policy