

# CBC Staff Selection

## Corporate Social Responsibility Policy

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### 1. PURPOSE

The operations of CBC Staff Selection are undertaken within an ethical, legal and social framework that aims to meet the expectations of the public, our clients and the local business community.

Our Corporate Social Responsibility Policy sets out our commitment to behave ethically and contribute to the social and economic development of our community while improving the quality of life of our workforce and the community as a whole.

Our Corporate Social Responsibility Policy covers 4 key areas:

- ▶ **Governance;**
- ▶ **People;**
- ▶ **Environment; and**
- ▶ **Community**

### 2. GOVERNANCE

We undertake business in a transparent and accountable manner. All financial and business agreements are adequately and objectively documented so as to satisfy statutory requirements and also rules of evidence. We work collaboratively with our expert advisers to manage financial risk, build contingency plans and form strategic direction to provide for financial sustainability.

### 3. PEOPLE

We recognise our employees as critical to the success of the business. As such we recognise that they have personal needs, family obligations and inspirations. We invest in professional training events for each staff member, a varied program of formal personal development and recognition through remuneration programs.

### 4. ENVIRONMENT

We have established an Environmental Management System to reduce the environmental impact of our business operations, and to fulfil our role as a member of the community to assist environmental sustainability.

### 5. COMMUNITY

We fund and participate in a range of events to support our local community. Management reviews our funding program annually to ensure our resources are applied to projects that build capability and support sustainability initiatives in our community

### 6. BREACH OF POLICY

All employees are required to comply with this policy at all times. If an employee breaches this policy, they may be subject to disciplinary action up to and including termination.

## ISO 9001:2015 REQUIREMENTS

### **Clause: 7 Support**

#### 7.1 Resources

7.1.1 General

7.1.2 People

7.1.3 Infrastructure

7.1.4 Environment for the operation of the processes

#### 7.4 Communication

#### 7.5 Documented information

7.5.1 General

7.5.2 Creating and updating

7.5.3 Control of documented information

### **Clause: 9 Performance evaluation**

9.1 Monitoring, measurement, analysis, and evaluation

9.1.1 General

9.2 Internal audit

9.3 Management review

9.3.1 General

9.3.2 Management review inputs

9.3.3 Management review outputs

### **Clause: 10 Improvement**

10.1 General

10.2 Nonconformity and corrective action

10.3 Continual improvement