

Corporate Social Responsibility

Executive Serviced Apartments Ltd is fully committed to our green initiatives to protect the environment, as well as policies which aim to manage our impact on society. Our corporate and social responsibility policy establishes our principles and standards for all our employed colleagues, and applies to all our apartments, properties, services and actions.

The CSR policy is regularly reviewed and assessed, and includes the following policies:

Environmental Policy

Executive Serviced Apartments Ltd is committed to its green policies and the implementation of proactive measures to help protect and sustain the environment for future generations. We strive to minimise any detrimental effects because of our business by following these measures:

- Monitor performance and aim for continued improvement by reducing, re-using, and recycling in areas such as energy consumption, reduction of waste materials and water consumption.
- We consistently seek to “green” our supply chain and travel.
- Recycling of paper, cardboard, glass, plastic, toner cartridges and fluorescent tubes.
- Monitoring our energy through electricity and gas consumption weekly, using low-energy light bulbs and reducing our heating in vacant apartments.
- All new developments are developed with an eye on sustainability, and those developers who enforce green construction standards.

Waste Management Policy

Executive Serviced Apartments Ltd aims to avoid waste generation where possible, reduce waste production, and reuse and recycle waste that is unavoidably produced to improve its environmental performance. To help reduce waste wherever possible, all employees are expected to abide by the following procedures:

- Promote economy in the use of materials generally and reduce paper consumption under our paper light initiatives.
- The use of recycled/reclaimed materials; materials from sustainable sources and those that are suitable for disposal by recycling.
- Favour suppliers who actively operate according to sound environmental principles.
- Encourage our guest to recycle during their stay with us.

Sustainable Paper Use Policy

Our goal is to reduce overall paper and writing paper consumption each year by adhering to the following 'paper light practices';

- As equipment is replaced or contracts expire, all printers, copiers and fax machines shall at minimum have double-sided capability and print black and white in most cases.
- Increase the employee to printer ratio by eliminating the use of individual desktop printers and centralising printing stations among work areas
- Look to using technology to eliminate need to use paper, i.e. installing PO software, paperless invoicing, paperless transactions (booking confirmations/texts etc.), or develop our own systems.
- Training employees on the use of printers, double side printing, recycling paper. It is also company policy not to print emails unless required.
- Actively encourage suppliers to reduce packaging, inform all suppliers about Executive Serviced Apartments Ltd CSR Policy.
- Where possible use e-marketing to update customers of product/offers or text messaging.

Health & Safety Policy

Executive Serviced Apartments Ltd recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment for both colleagues, suppliers and guests.

We also recognise our duty, so far as is reasonably practicable:

- To meet our legal obligations to maintain safe and healthy working conditions
- To provide adequate control of the health and safety risks and manage this through committee
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure the safe handling, use and storage of hazardous substances
- To provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language
- To ensure that all workers are competent to do their work, and to give them appropriate training
- To seek continuous improvement in our health and safety performance and management through regular (at least annual) review through a 3rd party and revision of the Health and Safety policy.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We also ensure an annual risk assessment is carried out.

Corporate Charity

Executive Serviced Apartments Ltd recognise our duties to give back where we can, we have partnered with two exceptional charities both of which are dear to our hearts and we strive to raise much needed monies for both. We set out each year in a social committee a fund target and often aim to eclipse this. We value any supplier or client who wishes to help us support these great causes;

<https://www.naomihouse.org.uk/>

<https://www.daisysdream.org.uk/>



Supplier Code of Conduct

Being responsible and sustainable really matters to us. We're dedicated to making sure everything we do is ethical and lawful, and that we work in a socially and environmentally sustainable way. It's important to us that our suppliers feel the same way and this code of conduct gives our suppliers a good idea of what it means partner with Executive Serviced Apartments Ltd.

Our Supplier Engagement Process

We expect openness and transparency in our relationships with our suppliers. We want to work together improve our sustainability performance, and we will endeavour to support continuous improvement with any supplier that need help meeting the principles of this code.

Health and Safety

Suppliers will provide their employees with a safe and healthy workplace and should make sure a senior management representative is responsible for Health and Safety, and that appropriate policies and procedures are in place.

Child Labour

Executive Serviced Apartments Ltd does not support the use of child labour under any circumstances.

The Environment

Suppliers should try and minimise any potential impact on the environment when supplying goods and services to us. As a minimum, we expect suppliers to comply with all local and national environmental legislation, regulations and directives to protect and improve the environment. Any specific requirements would be outlined in contract.

Business Ethics

Suppliers should uphold the highest standards of integrity, transparency and governance and, as a minimum, we expect our suppliers to comply with all relevant legislation and regulations.

Our Values

Suppliers should uphold the company values that we operate. We expect suppliers to be likeminded across all elements of these;

- **S**ervice Excellence
- **P**assion
- **I**ntegrity
- **R**espect
- **I**nnovation
- **T**eamwork

executive serviced apartments limited

elizabeth house 13-19 london road newbury berkshire rg141jl

t 01635 233000 f 01635 233001

e enquiries@esa-ltd.co.uk www.esa-servicedapartments.co.uk

vat registration number: 900 3613 74 company number: 5106196 (England)