

MORRIS



Corporate Social Responsibility

Policy Progress Update 2015/16



Corporate Social Responsibility Policy update 2015/16

In July 2015 the Board ratified the CSR policy for Morris and Company Limited. This document outlined how, as a company, we strive to be the most socially responsible and ethically considerate organisation we can be.

To focus our efforts in striving towards this aim, a number of deliverables were outlined in the policy for the year 2015/16. This report outlines our progress against these deliverables.

PEOPLE

- **Greater inclusiveness with staff, evidenced through a wide variety of direct and indirect communication, ideas sharing and bespoke events.**

The Company magazine, Morris Life, has been published twice during the year with an increased focus on staff news and profiles from across the divisions.

At Welsh Bridge, a TV monitor has been installed in reception with a regular feed of news from around the business.

Robin, the Chairman, delivered a well-received presentation summarising the activities and progress of all divisions of the business to all head office staff in November.

The Care division have introduced a Staff Recognition Scheme with awards given on a quarterly basis. This division is now also developing an annual Awards Scheme for staff in 2016/17.

The Care and Site Machinery websites were relaunched with more accessible information for staff and customers alike and the introduction of staff profiles to show how key our personnel are to the business.

The Site Machinery division as part of their Christmas celebrations hosted an annual overview presentation which included the presentation of staff nominated recognition awards.

We now have 3 in house magazines produced on a quarterly basis – 'In Site' for Site Machinery; 'In Touch' for the Care and 'In Built' for the Property. Each of these update divisional staff on company progress and activities with a focus on, and input from, staff members of each division.

- **Reduction of risk to staff through careful measurement, inter-company sharing and learning from incident or accident reporting**

Steps have been taken to encourage incident reporting as this can reduce accidents and to deliver more toolbox talks. Each accident is investigated correctly and the company are ensuring that follow up training is provided e.g. reiterating that all PPE must be in good repair and fit for purpose. If not, then staff are removed from site until the situation is remedied.



Both Site Machinery and the Property divisions hold regular H&S monthly meetings, attended by the MD, H&S Manager, representatives and group provider Wenlock H&S. General site safety and site specific accident figures are reviewed (and can be compared to previous years). Accidents are addressed as they occur and are monitored by the regular H&S meetings. Improvements to site and general H&S practices are implemented following assessment.

The reporting of 'near misses' is to be further encouraged in 2016/17 as a preventative measure and to improve best practice.

We are considering introducing an annual meeting of the divisional H&S representatives, to information share on common concerns, such as lone working and to jointly arrive at workable solutions.

➤ **Completing and benefiting from the Safe Driving Risk Assessment and Learning programme for all those driving on company business**

80% of the eligible employees for this programme and it is an objective of next year's policy for the remaining 20% to be completed. There is a rolling programme for implementation with new staff.

➤ **Increased management training and development training across our operation to underpin commercial and people management excellence**

Morris Care Ltd have started to roll out Management Development Training using both external providers and more recently they have developed and started to roll out an in-house programme. For other Divisions within the Group, nominations are being sought for Management and Leadership training using an external provider.

➤ **Roll out of 360 degree feedback for all senior management in addition to annual staff appraisal. Forms to include measurement of each individual's contribution to the People, Participation and Planet CSR Policy**

Efforts are being focussed on encouraging regular staff management appraisals which will be a good foundation for the future introduction of 360 degree feedback. The target for 2016/17 is therefore to improve the regularity and delivery of staff appraisals.

➤ **Best practice supplier relationships evidenced through good briefing processes and timely ordering and invoice settlement**

Considerable work has gone in to improving processes and due diligence across the business and the rewards of better supplier relationships, timely ordering and invoice settlement will be seen in 2016/17.



PARTICIPATION

➤ **Setting up the CSR Action group to develop a detailed mandate to include:**

The CSR action group was formed in October 2015 with representatives from each division and has progressed the objectives as follows:

The establishment of a Morris Stepping Stone Project to nurture and provide training and employment opportunities to two individuals needing support to get into, or back into, work.

After recommendations were received by staff from across the divisions, two participants were selected and started their 6 month placements in February 2016 with an end date of August 2016.

The current two placements are: Lloyd Carswell and Jacob Flavell.

Lloyd is a physics graduate with a talent for IT and data analysis and is visually impaired. Lloyd's mentor is Rob Pinsent who made sure Lloyd settled quickly into the business and felt part of the team. Having established relevant software on Lloyd's computer, it is great to hear how he is bringing his intelligent approach and skills to all manner of projects across the various businesses in our Group. The placement is designed to provide Lloyd with the experience he was keen to acquire of adding value and being a part of a working team and environment.

Jacob was keen to get back on the path to work following an accident. With his bright and positive attitude, our job was to create a role for him which would genuinely play to his skills and help him develop in confidence. Jacob's mentor is Garry Evans and Jacob has been working with Garry on property maintenance for over two month's now and appears to be really enjoying the tasks and experience. Duties vary enormously from site to site from fire alarm testing to ensuring we have energy saving lightbulbs across our many premises and Jacob's smile and enthusiasm at work have not gone unnoticed.

A defined employee community participation and support plan with 200 hours of dedicated employee time made available across the business to fulfil aims

We were delighted to be involved in the BBC DIY SOS programme which was filmed near Craven Arms, Shropshire in February. MSM lent lighting towers, generators and a pump or two and Property donated joinery and construction skills. It was an unusual and fulfilling experience from which the involved staff gained a great deal. Perhaps more importantly, the family we helped now have a wonderful new home.

Expertise provided to at least three companies or charities within local communities served.

Various members of our senior management team have dedicated some of their time to charities within the local community and will continue to do so in 2016/17. These charities include British Red Cross, Shrewsbury School and MacMillan Cancer Support.



A defined annual budget to be apportioned and donated to relevant local charitable causes.

Cash Donations and sponsorship totalling £2,523.55 were made in 2015/16. A budget of £3,000 has been set aside for 2016/17.

PLANET

➤ **A companywide energy audit with a view to reducing consumption by 10%**

Over several months in 2015, we fulfilled our Environmental Savings Opportunity Scheme (ESOS) obligations by completing a thorough energy audit of our entire business. This identified a wide variety of recommended actions to improve the businesses energy efficiency going forward. There is now a rolling programme to implement these actions across the divisions e.g. LED light fitting replacements; central heating control adjustments etc. The benefits of this programme will be measureable once these initiatives have been in place for a while.

➤ **Proactive local sourcing of goods and services wherever feasible and commercially viable**

This remains a target for 2016/17.

➤ **Development and provision of a Green Supplier list utilising The Carbon Trust Green Business Directory**

Steps have been taken to raise awareness of the need to utilise suppliers with a focus on environmentally friendly supplies. The 'Green Supplier List' is being compiled and is an aim for 2016/17.

➤ **Review of the company's stationery and printing provision to create a more cost effective and environment-friendly capability**

Trish Empson for Head Office, and Rob Pinsent for Care, undertook a thorough stationery sourcing and printing review and made positive changes reducing both costs and negative environmental impact in their areas.

➤ **Guidance to modify colleague driving habits to reduce petrol/diesel consumption**

The Cardinus programme, already completed by 80% of company drivers, highlights the need to drive with consideration to fuel economy.

➤ **An improved recycling programme and company-wide promotion of the waste hierarchy**

Each area of the business now has separate bins for recycling of different materials and the culture of using them is embedded. As a company at Head office we have achieved our 'Green Achiever' Silver



standard award following a comprehensive review of our recycling and energy efficiency initiatives. The ambition for 2016/17 is to achieve the 'Gold' Green achiever standard.

➤ **Environmental initiatives to reduce costs to the business whilst supporting eco-friendly ambitions**

These are on-going as part of the many work areas outlined above.

Ends.