

Author :	Carole O'Neil
Approved By :	
Date :	January 2011
Revision :	HR Policy - 044 Social Revision 1

General Statement

The communities in which we operate are important to us as an organisation. We recognise our role in society as a corporate citizen and look to improve the quality of life for all its stakeholders. Our community investments includes: staff volunteering, payroll giving and matching charitable contributions.

Charitable Support

We seek to align the charities that we support with our own business objectives, and also with the wishes of our staff. Therefore, we support a number of different charities and/or activities, at an international, national, local and individual level.

International

For a number of years, we have been involved (together with one of our clients) in a charitable initiative to build a community amphitheatre in a remote part of South Africa. As well as financial support, we have provided practical help by deploying some of our engineers to assist with the design and construction of the amphitheatre. As well as assisting the local community, this has provided a unique development opportunity for our staff.

Our Australian business holds an annual "Cundall Community" employee volunteering day, through which we have been able to support the sustainable development of the remote island community of Vanuatu.

National

At an organisational level, we seek to support charitable causes with a focus on environmental or sustainability activities. We have, since 2008, been Patrons of RedR, whose objective is to relieve suffering caused by natural disasters or conflict. As well as an annual donation to RedR, we participate in fundraising activities throughout each year, including:-

- "Wear Red for RedR"
- The Great North Run
- The London Marathon
- Ad hoc activities, including a second-hand book store, bake sales and a "for sale" board, where staff pay a nominal fee to advertise second-hand items.

The proceeds of all of these activities are matched by the Practice, and donated to RedR.

In addition, we support RedR's campaigns in respect of specific requirements. For instance, we raised almost £7,000 through a "payroll giving" campaign (and matched funding from the Practice) in support of RedR's activities in Haiti, following the 2009 earthquake.

Local

We support a number of charities local to each of our UK offices, through ad hoc fundraising and charitable campaigns, alone and in conjunction with other businesses.

Individual

We maintain a charitable fund, against which staff are invited to make applications for matched sponsorship of up to £500, in respect of their own fund raising efforts, for a charity of their choice. In assessing applications for funding, we consider the following criteria:-

- We favour charities in which staff are personally involved. We also like to give donations to smaller, local concerns, where we can make a real difference to our local communities.

Cundall Ltd

SOCIAL POLICY

Document Ref HR/044

Date January 2011

Revision No 001

Page 2 of 3

- We do not give money to individuals, ethnic or political groups, third-party fundraising or to charities whose primary aim is the propagation of a particular religious belief or ethos.
- We do not make donations towards buying advertising space.
- With all the donations we make, we aim to be a responsible member of the local community

Employee Volunteering

Contributing to the wellbeing of our communities is about much more than just money. Staff getting involved and giving their time and skills is vital to building strong relationships and making a genuine difference to local people's lives.

We support employees who want to engage in volunteering activities. We organise employee volunteering days at a local level, in support of our local communities, working with organisations such as Business in the Community and Greenforce SR.

We provide each member of staff up to 2 days additional leave per year (subject to prior approval by a Partner), to work in the community on activities which support our nominated charity. In return we expect staff to give up an equal amount of their own time in volunteering activities to support either our nominated charities or their own preferred charities.

Give As You Earn

We operate a payroll giving scheme, in which all members of staff are able to participate. This enables staff to make tax-free donations to a charity or charities of their choice directly from their pay. Donations are made from gross pay each month, before income tax and national insurance are deducted, which means that the amount the charity will receive is more than that deducted from the employee's net pay. So, for example, if an employee wants to donate £10 a month from their net pay, the amount the charity will actually receive will be £12.82 (or more if they are a higher rate tax payer).