

Corporate & Social Responsibility



Introduction

As a leading provider of employee benefits solutions, the service that Enrich Reward Limited (Enrich) provides directly affects the lives of our clients and their staff, as well as our consultants and our staff. Enrich's reputation and future prosperity is intrinsically linked to our ethical behaviour when providing advice and services.

We recognise too that we are part of the wider community in which we operate. Enrich interacts with many different stakeholders, including suppliers, who are often also employers in their own right. Our success depends as much on the perception of how we discharge our social and environmental responsibilities as it does on service innovation, the development of our people, financial good practice and business excellence.

Robert Morgan
Executive Chairman

Corporate & Social Responsibility



Our people

Enrich recognises that its competitive advantage depends upon the quality and motivation of the people it employs. Its employment policies, including the commitment to equal opportunity and diversity, are designed to attract, retain and motivate high calibre employees regardless of age, sex, race, religion or disability.

Enrich gives full consideration to applications for employment from disabled persons where a handicapped or disabled person can fulfil the requirements of the role. Where existing employees become disabled, it is the company's policy, wherever practicable, to provide continuing employment under normal terms and conditions and to provide training, career development and promotion to disabled employees wherever appropriate.

The company believes that effective communication is particularly important and it is committed to promoting the involvement of all its employees in the company's business aims and performance. All Enrich's employee policies are accessible to all employees via the company electronic system "Filenet".

Enrich believes in developing its people, providing regular seminars open to all staff to encourage personal development. In addition, we encourage and support our staff to take open courses and achieve professional qualifications.

Enrich has 'Investors in People' accreditation.

Health and safety

Enrich undertakes to provide and maintain a safe and healthy working environment for all of its employees. A health and safety at work document is given to all members of staff as part of the Enrich induction process, which includes exit and meeting points in the unlikely event of a fire. There is a weekly fire alarm test, plus regular fire drills. There are designated staff first aiders and fire marshals, details of which are published in communal areas.

Accidents of any kind occurring on Enrich's premises, whether involving injury or not, must be entered in the accident book, which is maintained by a nominated first aider. The accident must also be reported to the manager responsible for the area where it took place. This enables the circumstances of the accident to be fully examined, with a view to eliminating the danger.

The health of all employees is immensely important to our business. Enrich holds quarterly wellness days with high quality practitioners to deliver health guidance across a spectrum of specialities, including massage, flu jabs and life coaching. Wellness programmes are proven to have a number of benefits for maintaining the health of our staff.

Business continuity

Enrich has a published business continuity plan. Its purpose is to specify the procedures for the crisis management team and to identify individuals filling various roles in the business recovery process.

The crisis management team is responsible for the timely recovery and restoration of Enrich business functions and facilities in the event of a major incident or disruption affecting business as usual. This includes accounting for all employees, liaison with appropriate parties, damage assessments, recovery timescales and communication to all stakeholders.

Corporate & Social Responsibility



Our environment

Enrich recognises its responsibility to achieve good environmental practice and to continuously strive for improvement in its environmental impact.

In the execution of this policy Enrich ensures that, wherever possible, waste consumable materials are recycled or disposed of in a manner that reduces any impact on the natural environment. Enrich actively encourages all staff to participate in the implementation of this policy and encourages all suppliers to be environmentally friendly, where practicable.

In 2005, Enrich introduced an electronic document management system which facilitated the subsequent introduction of a paperless office working environment. This extended to the provision of a secure online document store for each client to reduce the amount of paper reports produced.

Enrich encourages the use of public transport and car sharing for all business related trips in an effort to proactively reduce the environmental impact of travel.

To reduce our carbon footprint, our travel policy encourages employees to only make journeys essential to the delivery of our services and where possible, use public transport to attend client meetings. Mileage expenses are analysed to ensure this policy is adhered to. Within London, journeys must be made by public transport.

These measures not only support a sound environmental policy but also have a positive impact upon our costs which is in turn reflected in our professional charges.

In addition, we operate a "last out, lights off" policy within our offices therefore minimising unnecessary energy usage. Our IT network has been replaced in the last 12 months and the relevant hardware is energy efficient. All printers are set to hibernate mode after extended periods of no use.

Charitable giving and community involvement

Charitable support has been provided to:

- Get Kids Going
- Slade School of Fine Art
- Village Volunteers
- Guide Dogs for the Blind

Enrich sports and social club

Enrich provides financial support for an employee social club, which is managed by a committee of employees. A broad range of social and fundraising activities are organised throughout the year that aim to fulfil a variety of social interests.

Sponsorship is given to employees who take part in fitness activities and events are published internally to raise awareness of the cause.

Accreditations

Investors in People

Further information

020 7330 8900

info@enrichreward.com

Enrich is the service name of Enrich Reward Limited (2248238) which is registered in England and Wales with its registered office at Da Vinci House, Basing View, Basingstoke, Hampshire, RG21 4EQ. Enrich Reward Limited is authorised and regulated by the Financial Services Authority.

Corporate & Social Responsibility



www.enrichreward.com
