O2i Design Ltd - Corporate Social Responsibility Policy

Our core values:

O2i Design Ltd is committed to the development and success of the people we work with, and within the communities we serve. We aim to deliver our services with integrity, fair dealing and quality. Our people are our principal asset, and we strive to empower and provide support to achieve excellence. We treat everyone with respect, fostering cooperation to achieve goals whilst creating an environment that is diverse, supportive, creative and fun whilst encouraging innovation and collaborative working.

Our principles:

I. Environment

We're committed to reducing our direct impact on the environment by actively managing our waste, emissions and consumption of natural resources. We feel that our success should not come at the cost of the environment, so we strive to operate in a way that is aware of long-term environmental sustainability. Whether we are saving costs by reducing energy consumption or creating desirable buildings through innovative, sustainable design, we believe reducing our environmental impact will also have positive business benefits. We aim to continue providing our customers with the highest quality services whilst minimising any negative impact our projects, or we may have on the environment. We take all reasonable steps to manage our work to minimise environmental impact and promote good environmental practices. We set and follow best practices in our work. We incorporate technical developments, costs, customer concerns, and expectations in the design and construction of the built environment. Recognition of our business's impact on the environment, principally in reducing our emissions and our usage of paper, energy, IT, water and waste. Improving our energy efficiency and water consumption. For more information on our Environmental Policy, please get in touch with us.

2. Communities

We encourage our employees to contribute to the local community by volunteering, skills matching and fundraising. We actively support local businesses and the communities in which we operate. We build relationships with our customers, suppliers and the local community by encouraging our employees to consider the needs of others and involve themselves locally. We are proud to have volunteers and trustees amongst our employees and carry out voluntary and pro-bono work when possible and appropriate.

3. <u>People</u>

Our employees are our most valuable resource, and we are proud to provide a healthy and safe environment that allows our staff to develop to maximise their potential. We respect our employees and encourage their development and training. We promote equality as differences in responsibilities and consider the interests of all our employees (for welfare and, health & safety). We aim to empower our employees, and we recognise individual contributions. Our aim is the happiness of our members through their worthwhile and satisfying employment in a successful business.

We conduct business relationships with integrity and courtesy. We aim to build long-term relationships with our customers and suppliers and provide support for small, local specialist trades and craftspeople. Our relationships with suppliers, like our customers, are based on honesty, integrity and courtesy, and it is especially important to us that we help them to build sustainable businesses.

Please get in touch with us for more information on our Diversity and Equal Opportunity Policy Statement.

4. Shared responsibility and accountability

Social and environmental responsibility involves everyone. We communicate our environmental policies and objectives openly and honestly to those interested in our activities, including customers and suppliers.