



## **Corporate Social Responsibility (CSR) Policy**

### **1. The purpose of this policy**

As a supplier to the government Invitise Ltd understands the standards and behaviours expected from us. We are fully committed to conducting our business as ethically as possible, respecting the law, and going beyond what is deemed compulsory so that in all we do we positively affect society as a whole.

This policy is part of our Quality Assurance System. It outlines how we deliver on the promise of being good corporate citizens.

Our policy focuses on achieving **economic, social and environmental** benefits for all stakeholders involved. It is clustered around seven core areas where we believe we can achieve the greatest positive impacts and create value for all our stakeholders:

- Equality and accessibility
- Looking after our staff
- Human rights
- Environmental Sustainability
- Supply chain
- Community engagement and social value
- Value

We adhere to the UK Corporate Governance Code underpinned by robust processes. We actively seek to be good corporate citizens by upholding the values of this policy, taking into consideration social value legislation in delivering goods and services and supporting key government corporate social responsibility policy areas such as diversity and inclusion, sustainability, prompt payment, small and medium sized enterprise engagement, the Armed Forces Covenant, apprenticeships and skills development and addressing the gender pay gap.

### **2. Who we are and what we do**

InvitISE is a boutique recruitment and talent management service with a unique approach; we partner with our clients as an extension of their organisation ensuring we represent them and their values.

We have both private and public UK recruitment experience that we leverage to fill various types of roles, ranging from permanent (salary), temporary (salary) and contract (hourly / daily rate) resources. This experience spans across a breadth of sectors, including IT, digital, technical, HR, business, finance, and accounting, and supply chain requirements.

We are led by the organisation's Founding Director, Fahim Rashid, who has been recruiting for over 15 years across various industries. Fahim understands that all clients, hiring managers, and candidates are all different. He therefore tailors the business approach to suit your requirements, helping to find a solution that works for you.



Some of our Specialisms include the following:

### **Digital, Data & Technology**

- IT Directors, IT Management, Development Management, Support Management, Testing Management, Security Management
- IT Support, Desktop, Infrastructure, Networking
- IT Security, Information Security, SOC, SIEM, SecOps
- Web & Software Development & engineering, DevOps, Automation, AI, ML
- Database Development, Data Analysis, Data Science, Big Data
- Business Intelligence & Data Warehousing
- Testing, Manual, Automation, Quality Assurance,
- Enterprise / Solutions / Technical Architecture
- IT Portfolio, Programme, Project Management, PMO & Business Analysis
- IT Administration, Project Co-ordination & Project Support

### **Security**

- Cyber Security
- Security Architecture
- SOC / SIEM - Threat Intelligence
- Vulnerability Management
- Penetration Testing - Network Security
- Security Operations
- Business Continuity
- Security Risk Management
- Information Security



## **Digital, Marketing & Communication**

- Marketing Management
- Communication Management
- Digital Communication – Online, Offline, Display, CRM, Paid, Social Media, Affiliates, Email, Digital,
- Internal Communication
- Insight
- Content Management
- E-commerce
- Programmatic
- UX / UI
- Offline Marketing
- PR

## **Business Management**

- Business Architecture & Business Analysis
- Business Change Management & Analysis
- Target Operating Model, Organisational Change
- Business Project & Programme Management

## **Project Management & Delivery**

- Programme & Project Management
- Portfolio Management
- Programme & Project Delivery
- Project & Programme Delivery
- Stakeholder Management
- Agile / Scum Project Management



- Risk Management
- Business Analysis
- Service Delivery
- Change Management / Business Change
- Programme & Project Support
- PMO - Programme & Project Administration
- Programme & Project Planning

### **Analysis**

- Business Analysis
- Information Analysis
- Data Analysis
- Project Analysis
- Programme Analysis
- Product Analysis - Data Science - Big Data - Digital Analysis
- Security Analysis - Infrastructure & Support Analysis
- User Research Analysis

### **Supply Chain, Commercial & Procurement**

- Procurement
- Contract Management
- Category Management
- Commercial Management
- Supply Chain
- Supplier Management
- Sourcing
- Procurement & Commercial Strategy



- Buying & Bid Management

## **Finance**

- Finance Management, Control & Operations
- Finance Business Partnering
- Finance Planning
- Audits
- Management Accountancy
- Payroll, AR, PR
- Finance Administration

## **HR**

- HR Management
- HR Business Partnering
- Learning & Development
- Organisation Design & Development
- HR Operations
- Pay & Reward
- Workforce Planning
- Diversity & Inclusion
- HR Analysis
- HR Systems
- HR Administration
- Recruitment
- Talent Management



The MD who holds FREC Fellowship membership with the REC possesses over 15 years of proven recruitment experience supplying to companies across the UK within the private sector including – Financial Services, Banking, Consultancy, Insurance, Hedge Funds / Asset Management; Retail, E-commerce, AI & ML Data companies, Pharmaceutical, Digital, Public sector including councils, central government, defence etc.

At Invitise, we conduct in depth interviews with our candidates and are able to offer technical & psychometric testing services to help you make informed assessments.

We are able to carry out a variety of referencing services to help you make informed decisions. These can include - work history, qualifications, right to work, criminal convictions, credit checks, proof of address, NI Number, Ltd company credit checks, directorship checks etc.

Invitise can offer you customised salary surveys & market trend analysis to help you stay ahead of your competitors and attract & retain top talent.

We can carry out specific headhunting services to help you secure the very best talent with our specialist approach.

This policy applies to our company. It applies to all employees and workers engaged by Invitise Ltd and all third parties engaged by and representing or acting on behalf of Invitise Ltd whatever capacity.

Values	Vision and Mission
<ul style="list-style-type: none"><li>• Honesty and integrity</li><li>• Flexible and adaptable</li><li>• Customer focus</li></ul>	<p>We invite you to partner with us and find success. Accommodating your every need and finding solutions that work for you.</p>

## Vision

Inviting you to success

## Values

At InvitISE, our underlying values are present in every one of our projects. These reflect our ethos and are key to giving you the best service.

**Honesty and Integrity** – work and communicate with honesty, openness, fairness, and integrity.



**Flexible and Adaptable** – as every client, candidate and situation is different, we will ensure we tailor our service to fulfil your needs.

**Customer Focus** – our clients and candidates are at the heart of everything we do. We will work to understand your organisation and people to provide the very best value.

### **3. Equality, Respect and accessibility**

Promoting equal opportunities is fundamental to the ambitions and ethos of Invitise Ltd. We not only believe that every person deserves equal treatment, but also that recruiting entirely on merit is the best way to place the best candidates. Equal opportunity is therefore ingrained throughout our business, from the way we recruit internally, to the way we treat our customers and candidates. Candidates, customers, and employees can therefore engage with InvitISE knowing they will feel safe and respected.

Central to upholding our values and ethos is recruiting staff who share our values and then providing them further training. All staff receive training in the subject of equality and diversity within the first week of their employment, with refresher course scheduled every year. Our Director, Fahim, keeps up on legislation and other developments to ensure our training is always up to date and considerate of those from all backgrounds. Our fully trained and vetted staff will therefore treat their colleagues and all other persons with respect.

We want our values to be evident throughout our supply chain and stakeholders. We therefore extend our expectations throughout our supply chain, operating a zero-tolerance policy on discrimination, harassment and/or victimisation in the workplace in connection with any services provided. We mandate, as a minimum, that suppliers pledge their commitment to our values and all relevant legislation such as the Equality Act 2010.

Some public contracts deliver services to service users with needs such as physical or mental disabilities, medical conditions or other factors that place them in a vulnerable position. We ensure that these service users are always treated with courtesy and that their dignity, safety, security and wellbeing is always treated as a priority.

### **4. Looking after our staff**

We are only as good as the people we employ. We aim to create a great place to work where everyone is treated with respect and fairness, feels valued and can flourish. The opportunities we offer our staff give them realistic scope to develop and progress.

The flexible nature of markets we serve means we can offer jobs and income security to those who might otherwise struggle to find work.

We will protect our employees with respect to health and safety and provide them with a safe place to work as far as it is reasonably practicable as outlined in our Health and Safety Policy.



## **5. Human rights, Modern Slavery and Human Trafficking**

Our company is dedicated to protecting human rights and abiding by employment laws such as the Modern Slavery Act 2015.

We ensure that our activities do not directly or indirectly violate human rights in countries where we operate. During recruitment, we look out for signs of labour exploitation and human trafficking, and we act if we have any doubt. We carry checks out as part of our internal and external recruitment processes such as the retaining of passports.

Since victims of slavery are likely to engage with healthcare providers, our staff receive human rights training and can identify signs of trafficking. They are taught to refer the case to organisations which can first investigate and then provide support. Training our staff to recognise the sign of trafficking creates a network that subsequently helps us remain vigilant to the risks. Our staff also receive training in safeguarding to help them better respond to the risks related to health, wellbeing and human rights of children, young persons and adults at risk.

The greatest risk of slavery, child labour, human trafficking and inhumane treatment lies in the employment of suppliers and contractors by Invitise Ltd where their work practices may be non-compliant. Therefore, we only partner with reputable suppliers and will not enter into a business relationship with unethical businesses or oppressive countries.

## **6. Environmental sustainability**

We are a startup company, established in May 2021, and we have embarked on the journey of gathering data related to our carbon emissions. To ensure the accuracy of our emissions calculations, we are collaborating with sustainability experts. As time progresses, we anticipate that we will accumulate more comprehensive and precise data, enabling us to enhance the accuracy of our business emissions reporting. Once we have a clearer understanding of our emissions, we will be better equipped to establish emission reduction targets.

As a responsible Small and Medium-sized Enterprise (SME), INVITISE LTD are committed to reducing our carbon footprint and contributing to a sustainable future. Here are some key carbon reduction initiatives we will implement:

### **1. Energy Efficiency Improvements:**

- Conduct an energy audit to identify areas of energy waste.
- Upgrade lighting systems to energy-efficient LED bulbs.
- Install programmable thermostats and optimize heating, ventilation, and air conditioning (HVAC) systems.

### **2. Sustainable Transportation:**

- Encourage employees to use public transportation, carpooling, or biking to work.
- Implement a telecommuting policy to reduce the need for commuting altogether.





### 3. Waste Reduction and Recycling:

- Establish a comprehensive waste reduction and recycling program.
- Minimize single-use plastics and encourage reusable alternatives.
- Partner with waste management companies to ensure responsible disposal and recycling practices.

### 4. Sustainable Procurement:

- Source products and materials from suppliers who prioritize environmental sustainability.
- Consider life cycle assessments when making procurement decisions to choose products with lower carbon footprints.

### 5. Employee Engagement:

- Educate employees about the importance of carbon reduction and involve them in identifying and implementing sustainable practices.
- Incentivize and recognize employees who actively contribute to carbon reduction efforts.

### 6. Carbon Offset Programs:

- Invest in carbon offset programs that support reforestation, renewable energy projects, or methane capture initiatives.
- Calculate our company's carbon emissions and purchase offsets to neutralize our remaining emissions.

### 7. Continuous Monitoring and Reporting:

- Implement a carbon tracking system to monitor and report emissions regularly.
- Set annual reduction targets and track progress toward achieving them.
- Publish annual sustainability reports to communicate our carbon reduction efforts with stakeholders.

### 8. Collaborative Initiatives:

- Join industry associations and collaborative initiatives focused on carbon reduction and sustainability. Share best practices and learn from others in the field to improve our own initiatives.
- By implementing these carbon reduction initiatives, we are taking significant steps to mitigating climate change and reducing our environmental impact. We recognize that carbon reduction is an ongoing commitment, and we are dedicated to continuously improving our practices and setting higher targets as we progress

Our **Carbon Reduction Plan** can be found [here](#)



## 7. Community engagement & social value

InvitISE believe that frameworks provide a real opportunity to support local communities and that these are achieved by providing employment and training opportunities for people from underrepresented communities. We work closely with local community centres in deprived areas of Manchester (such as Madrisa Zakaria in Whalley Range, Manchester). We have, and pledge to continue to, offer them:

- Career advice
- CV writing
- Job search assistance
- Interview techniques and training
- Skill shortage advice (e.g., software development, data science, AI, and robotics)
- High growth sector advice (e.g., IT)
- Mentoring to help those who have been unemployed for long periods
- Assisting those who have refugee status and criminal records to find meaningful and long-term employment

In addition to support and upskill the local community, we work to support regional development and growth by using locally based SMEs. This helps to create jobs and training opportunities for the community and the socially excluded. We strive to ensure we promote equal opportunities internally and via our supply chain partners so that communities experiencing high levels of social exclusion & shortfall in employment & training will have a better chance of not being discriminated against.

InvitISE donates at least 5% of its profits each year to charitable causes. In 2021/ 2022 year we donated to the following courses:

- Contributed to rebuild of 2 community centres in Manchester (Whalley Range & Cheadle)
- Reed Foundation – Street Children, Yemen Emergency
- Mercy Mission UK – projects include Supporting Orphans, Women's Projects, Fighting Covid-19, Water Shortage

In 2022/ 2023 year we donated to the following courses:

- NFZ – providing relief to people in need in the UK
- Contributed to rebuild of a community centre in Manchester (Wythenshawe)
- Helping Orphans, water aid,
- Turkey / Syria Earthquake Emergency Appeal, Palestine Emergency Response, Syria Medical Containers, Syria Hospital support, Syria – Build a home



## 8. Value

We aspire to obtain value for every taxpayer pound and to be able to demonstrate that long-term value to the taxpayer. This means that our contracts are priced to offer sustainable value throughout their life, including when changes are needed. We work in good faith to resolve any disputes promptly and fairly during the life of a contract through good relationship management and, where appropriate, contractual dispute resolution mechanisms.

We use recognised industry best practices in the delivery of recruitment services to, or on behalf of, all our contracting authorities. We aim to continuously improve our services and bring innovation, ideas and expertise to help Contracting Authorities to address their strategic challenges and to support growth and prosperity in the UK.

## 9. Monitoring and review

This policy is reviewed at least 1 year or sooner if significant changes are made to ensure it is up to date with regulations and industry best practices.

We set CSR objectives and targets annually.

To ensure these are achieved – we will review current objectives and targets quarterly. If a particular objective or target is not at the expected level, an action plan will be put in place to ensure under next review that the objectives and targets are back on track to be met.

Signed:

A handwritten signature in black ink that reads 'F. Rashid'.

Fahim Rashid, Managing Director

08/09/23