



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 dedicated to conducting business responsibly, ethically, and sustainably.

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. As a recruitment agency, we recognise our role in shaping fair employment practices, fostering diversity, and minimising our environmental impact. Our CSR policy reflects our commitment to ethical recruitment, diversity and inclusion, environmental sustainability, and community engagement, ensuring long-term benefits for all stakeholders.

It is clustered around the core we believe we can achieve the greatest positive impacts and create value for all our stakeholders:

- Ethical Recruitment & Employment Practices
- Diversity, Equity, Inclusion
- Employee Well-being & Development
- Human rights, Modern Slavery and Human Trafficking
- Environmental Sustainability
- Community Engagement and Social Value
- Compliance, Governance, and Accountability
- Value
- Measuring Success and Continuous Improvement

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

- Honesty and integrity
- Flexible and adaptable
- Customer focus

Vision and Mission

We invite you to partner with us and find success. Accommodating your every need and finding solutions that work for you.

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. Ethical Recruitment & Employment Practices

- Adhering to the highest ethical recruitment standards, ensuring fairness, transparency, and compliance with employment laws and industry regulations.
- Actively promoting ethical hiring practices that prevent discrimination and bias.
- Conducting thorough due diligence on clients and candidates to uphold legal and ethical employment conditions.
- Providing clients with guidance and support in implementing fair hiring policies that align with industry best practices.



4. Diversity, Equity, Inclusion

- Embedding DEI principles within our recruitment strategies to create equitable hiring opportunities.
- Providing ongoing training on unconscious bias and inclusive recruitment for all staff.
- Tracking and monitoring diversity metrics to enhance representation across industries.
- Partnering with clients to implement DEI-focused hiring practices.
- Supporting underrepresented groups through mentorship, career coaching, and networking opportunities.

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 InvitlSE 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.



5. Employee Well-being & Development

- Cultivating a workplace culture that prioritises employee well-being, mental health, and career growth.
- Providing leadership training, professional development programs, and continuous learning opportunities.
- Promoting work-life balance by offering flexible working arrangements where possible.
- Implementing anti-bullying, anti-harassment, and equal opportunities policies to foster a positive work environment.

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.

6. 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.



7. Environmental sustainability

- Implementing sustainable business practices, reducing waste, and minimising our carbon footprint through digital-first recruitment solutions.
- Encouraging remote working to reduce travel-related emissions and paper consumption.
- Partnering with environmentally conscious businesses and promoting green hiring practices among clients.
- Participating in environmental initiatives such as carbon offsetting programs and eco-friendly office policies.

Our company recognises the need to protect the natural environment and are therefore committed to making genuine change to improve our sustainability. We appreciate our impact on the environment may be relatively small, but we acknowledge that a concerted UK wide effort is necessary to enact significant change. As part of our commitment, we:

Aim	Target
Expand Renewable Energy Usage	Transition to 100% renewable energy for our office operations by the end of 2025.
Strengthen Waste Management	Aim for zero waste to landfill by 2025 by improving recycling and composting programs.
Increase Sustainable Procurement	Source 75% of office supplies from environmentally sustainable suppliers by 2025.

In addition to the initiatives we already have in place, we are considering further steps to improve our sustainability and reduce our environmental impact. For example, our Director is looking for opportunities to promote the use of innovation and green technology.

One of the initiatives we are considering is creating open tendering, where we release specifications that allow alternatives approaches, co-design with users & communities to create innovative approach with use of new / green technologies. We will also engage with suppliers to ensure we have defined key criteria when selecting new suppliers including efficiency, higher quality services/goods, green technologies.

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



8. Community Engagement and Social Value

- Supporting local and national charities through fundraising, volunteering, and pro bono recruitment services.
- Partnering with educational institutions to enhance skills development and employability for marginalized communities.
- Encouraging employees to engage in volunteering initiatives, offering paid leave for community service activities.
- Collaborating with non-profits, social enterprises, and government initiatives to improve employment opportunities for disadvantaged individuals.

InvitSE 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 British Muslim Heritage Centre & 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.

InvitSE donates at least 5% of its profits each year to charitable causes. In 2023 / 2024 year here are some of the courses we donated to:

- Contributed to rebuild of a community centre in Manchester (Whalley Range)
- Reed Foundation –Yemen Emergency
- Human Appeal – Orphans

9. Compliance, Governance, and Accountability

- Adhering to all relevant laws, regulations, and industry best practices governing recruitment and employment.
- Regularly reviewing and updating our CSR policy to reflect evolving legal and social expectations.



- Engaging stakeholders—including employees, clients, and candidates—to gather feedback and refine our CSR initiatives.
- Publishing an annual CSR report detailing our progress, achievements, and areas for improvement.

10. Measuring Success and Continuous Improvement

- Establishing clear CSR objectives and tracking key performance indicators (KPIs) to measure our impact.
- Conducting regular internal and external audits to assess CSR performance and identify opportunities for enhancement.
- Remaining open to innovation, continuously evolving our CSR strategy to address emerging social, environmental, and ethical challenges.

11. 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.

12. Conclusion

At Invitise Ltd, CSR is a core part of our business strategy and corporate identity. By embedding ethical, sustainable, and socially responsible practices into every aspect of our operations, we aim to create long-term value for our employees, clients, candidates, and the wider community. We remain committed to leading the recruitment industry by example, ensuring that our actions align with our values and drive meaningful change.



13. Monitoring and review

- This policy is reviewed annually or sooner if significant regulatory or operational changes occur.
- CSR objectives and targets are assessed quarterly, with corrective action plans implemented if necessary to ensure continued progress.

Signed:

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

Fahim Rashid, Managing Director

11/02/25