

# BMB UNION DOO

## Social Responsibility Policy

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## **1. What is Social Responsibility Policy?**

Social Responsibility Policy refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. Social Responsibility policies aim to guarantee that companies work ethically, considering human rights as well as the social, economic and environmental impacts of what they do as a business. Socially responsible companies should adopt policies that promote the well-being of society and the environment while lessening negative impacts on them.

## **2. Our responsibilities to our employees**

- To support and encourage employees to be involved in charitable activities within the local community.
- To ensure that employees have the opportunity to realise their full potential and have the tools necessary to develop and grow through training, both compulsory and optional.
- To operate an open door policy allowing employees to raise any concerns with the managers and to ensure that employees are not victimised for doing so.
- To maintain communication with employees so as to ensure this and all other policies are actively exercised.
- To make certain that all employees are aware of the impact that we as a business and they as individuals have on the external environment.
- To support and understand employee well-being, ensuring staff are encouraged to maintain an appropriate work-life balance.
- To reward employees for hard work and innovative thinking should the idea help in the running of the business.
- To encourage employees to 'think outside of the box' and offer suggestions as to how any policy or process can be improved.
- To protect each employee or supplier from third parties who may become abusive; this includes customers, suppliers and the general public.

## **3. Our responsibilities to our customers**

- To constantly strive to provide efficient, value for money, high quality and dependable services to all customers.
- To ensure all employees are to act in an honest and professional manner when dealing with all customers.
- To make sure all employees remain aware that they are being trusted with highly sensitive information and must not break the trust that our customers, suppliers and company as a whole have in them.

#### **4. The local community**

- To be aware that our business affects our local and wider community whether as employees, customers or suppliers so we are constantly striving to build partnerships in order to create positive change.
- BMB Union gave donations to the local football club FK "SASA"
- BMB Union gave donations to the local woman football club ZFK "SASA"
- BMB Union gave donations to the local library.
- BMB Union gave donations to individuals who needed finance for medical treatment or for education.

#### **5. Security**

- To ensure that the building is safe at all times to ensure the security of data and staff.
- To provide a safe working environment for all employees and a safe examining environment for all customers visiting us.