

Elizabeth Michael Associates Corporate Social Responsibility

The term Corporate Social Responsibility (CSR) captures the important concept that our business does not exist in a vacuum. Elizabeth Michael Associates (EMA) has a network of relationships with stakeholders, the closest of whom are our employees, our clients and our candidates. We also have relationships with key associates, suppliers and the wider community in which we operate.

Enter the link below into your web browser to read some exciting news about EMA getting involved with one of Nottingham's primary schools.

<http://www.elizabethmichael.co.uk/community.php>

EMA conducts its business in an ethical way, taking account of the impact we have economically, socially, environmental and in terms of human rights. In all the relationships we have, our core values apply. We inspire trust through our honesty and integrity. We exceed expectations. We respect peoples' dignity and privacy. These elements all add credibility to our employer brand, which is how we wish to be seen as behaving.

The business benefits of CSR

We recognize that positive relationships are key to our success and sustainable business growth. EMA is proud of its reputation in the market place, a reputation build on core values. We are proactive about promoting our core values, both within EMA and outside. We see this as source of competitive advantage. We are trusted and respected by those we do business with.

EMA see CSR, particularly volunteering, as a way of developing skill and widening our peoples' understanding of society as a whole. Skills, knowledge, and confidence developed can in turn be applied to the business context.

Our people.

EMA is a people business. We are committed to excellent standards of employment and seek to engage our people in the business. We encourage people to grow and meet new challenges. We advocate teamwork and collaboration in a safe and healthy workplace. We make it clear as to what is expected of our people and enable them to achieve, rewarding the development of skill, business results and the right behaviours.

We encourage respect for individual differences and our policies are applied in accordance with respect for equal opportunities.

People make a more telling contribution when they have a strong personal identification with their employee. We believe people are proud to be associated with Elizabeth Michael Associates.

Our clients and candidates

We see ourselves as operating at the touch point between these groups that we bring together for mutual benefit. Our clients and candidates want to be associated with us as their personal values are in tune with ours.

The best job we can do is to put the right person into the right job at the right time with the right company. We do this in an open and honest way, ensuring that the client focuses on the ability to do the job and that the candidate is a great fit for the role.

The environment - Elizabeth Michael Associates Environmental Policy

Elizabeth Michael Associates may not be a heavyweight manufacturing company pumping chemicals into the air and water system, but we recognise that every aspect of our day-to-day operations makes an impact on the environment, however small.

Where possible, all staff should follow the guidelines set out below:

Minimise the environmental impacts of current activities, and reduce, wherever practicable, the level of harmful emissions.

Seek to reduce our use of natural resources such as energy, water and raw materials, and maximise the efficient use of such resources, reuse rather than dispose whenever possible, promote recycling and the use of recycled materials.

Ensure that all internal employees are aware and develop an understanding of their responsibilities in relation to the Environmental Policy.

Encourage the implementation of sound environmental practices by all people within the organisation.

Examples of how the above can be (and are) incorporated into our everyday operations:

Switching monitors off at the end of the day (leaving a computer monitor switched on for two weeks will waste enough energy to print more than 20,000 sheets of A4!)

Only filling the kettle to the required level

Turning our section of the communal heating system to the lowest practical setting.

Use of recycled printer consumables

Auto shut-down of photocopying equipment after a short period of inactivity

Full use of the "print preview" function in order to minimise incorrect print-outs

Use of a small, low-emission pool car (Ford KA) to attend client meetings.

Use of Internet-based, “virtual” processes where possible, to minimise the use of paper, and in turn reduce our reliance on the postal service and the energy resources consumed through mail delivery.

This list is not to be seen as exhaustive – it is the responsibility of every staff member to consider the environment when carrying out all aspects of their role.

The wider community

Getting involved with our community can have a major positive effect on other peoples’ lives. We get involved through volunteering, regular sponsorship and charitable donations.

Colleagues from EMA have at various times supported local churches, youth groups such as sports clubs and the Brownies. Our MD has been Chair of school governors and our HR Consultant, Chair of the Nottingham Area Board for Young Enterprise.

The national charity we support is Nottingham based “Wish upon a Star”. We also have supported

Emmanuel House, a Day Centre working with vulnerable & disadvantaged people who may be experiencing problems such as homelessness, mental health difficulties, drug or alcohol dependency and / or learning difficulties.

Our focus is on education

Our future, and indeed that of many of our clients in the East Midlands will be, in part governed by the workforce that is available to us. This is not only in terms of technical skills, but attitudes, behaviours, opportunity and economic inclusion.

These requirements for a profitable future are encapsulated in the “The Elizabeth Michael Way.” This is the phrase we use to describe the way we do things, our business values, what we are proud of, how we behave in our business transactions, how we aspire to be seen by everybody who comes into contact with us. It also describes our willingness to get involved, to put in that little bit extra to make a difference.

At the beginning of 2007 we took a decision to adopt Berridge Primary School with the objective to support the Head Teachers and all the staff at one of Nottingham’s inner city schools. We feel that bringing our business acumen into the school environment will create opportunity and benefit for all involved.