

Corporate Social Responsibility Policy Statement

19th June 2023
General



Corporate Social Responsibility Policy Statement

Introduction to Corporate Social Responsibility (CSR)

CSR refers to the way in which businesses regulate themselves in order to ensure that all of their activities positively affect society as a whole. CSR 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. Businesses should meet, and aim to exceed, any relevant legislation, and if legislation does not exist in a particular area, the company should ensure they carry out best practices anyway.

Portview are committed to ensuring that any business undertakings are conducted as ethically as possible by following the policy below.

Who we are and what we do

Portview is a world class company. We deliver beautiful interior fit-out projects for the world's top brands, combining style and substance to achieve The Perfect Fit across a wide range of market sectors. Our main stakeholders are our shareholders, employees, customers, suppliers, and those who shop, dine, spectate, live, work, or stay in the extraordinary spaces we create.

Looking after Employees

To retain loyal and productive staff, it is vital to maintain a good working environment. To this end:

- We are an Equal Opportunities Employer as per the Human Rights Act 2010, hold Investors in People gold standard and have a modern slavery policy in place in line with the Modern Slavery Act 2015.
- We treat occupational health and safety as being of fundamental importance. We have

appropriate policies, procedures and systems in place including BS ISO 45001:2018. We also employ our own dedicated Occupational Health Nurse who attends to the physical and mental wellbeing needs of our team.

- We highly value the continued professional development of our team and operate "Appraisd", a professional evaluation, appraisal and development tool, and "Elevate", a bespoke, in-house, online learning platform, and a wide range of other training and development providers to meet the requirements of the business and the personal growth aspirations of our team.
- We place great store in communicating clearly with all staff throughout the organisation. These efforts are led by our Head of Marketing and Communications, our Managing Director, and the Board of Directors as a collective. We communicate regularly and with transparency, whether that be by email "town hall" video calls, newsletters, or in-person meetings at head office or on site.
- We are a Living Wage provider, provide all staff with employer pension contributions, death-in-service insurance, and a healthcare plan. All wages and salaries are always paid on time.
- The company's Human Resources department effectively manages any issues that may arise from time to time. These are always dealt with impartially, with discretion, empathy, fairness, and consistency.
- The company also has a "Live Better Feel Better" initiative through which we run various different health and wellbeing focused projects; staff get together etc. Further, we operate a subsidised gym membership scheme so our team can access a range of activities whether they are working at home or on site.





Looking after Customers

Looking after our customers is key and we are always striving to make sure they have a positive and lasting impression of our business. To this end:

- We continuously work on developing and maintaining close working relationships with all clients through regular contact with our directors, business development, and contract delivery teams.
- We carry out detailed client surveys at both the mid-point and end of projects so that we can have an informed view of how the client is feeling about the project, our performance across a range of categories, and about our relationship. We measure these results and how they are trending and act accordingly on the specific feedback received, so that our clients know we are listening to them.
- We are always looking for new ways to innovate and improve our service, with making the clients life easier always front of mind.

Suppliers' Standards

Our supply chain is vital to our success and ensuring both good standards and good relationships are in place is key. Through our rigorous subcontractor pre-qualification questionnaire, we vet the operations of our supply chain, covering a wide range of subjects that mean we can be confident they will deliver a quality product in line with all of our various associated obligations, including:

- Adherence to the Modern Slavery Act 2015
- Compliance with the Bribery Act 2010
- Compliance with all necessary local health and safety requirements.

We are committed to paying our supplier on time and regularly publish our payment periods. Further, we communicate on a quarterly basis with our supply chain via our "Inside Out" supply chain newsletter.

Protecting the Environment

We are fully committed to reducing the environmental impact that our activities may have. In this section, you could refer to any of the following:

- We measure and track our ongoing waste levels, materials usage, and recycling volumes.
- We help to design environmentally friendlier spaces by engaging with clients on projects with high levels of BREEAM or LEAD accreditation.
- We are a member of the Supply Chain Sustainability School, which upskills us in making the best purchasing decisions and enables us to innovate where we can protect the environment.

Community Engagement

Community and charity are close to our heart in Portview. We engage with a range of charitable organisations and community-based foundations including:

- Business in the Community
- Nelson Primary School, London
- Community Foundation Northern Ireland
- Tools for Solidarity
- The Woodland Trust
- Action Cancer
- Community Wood Recycling





Measurement

We are fully engaged with CSR as part of a wider ESG (“Environmental, Social & Governance”) project. Through this project, we are committed to benchmarking our ESG performance versus our peers using the globally recognised GRI framework. This will enable us to continuously set new goals and objectives.

Signature:

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Simon Campbell
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Simon Campbell, Managing Director