

## **Explosive Learning Solutions Communication on Progress**

**Period Covered: 1 May 2012 – 30 April 2013**

### **Statement of continued support by the Explosive Learning Solutions Director**

I am pleased to confirm in this statement that Explosive Learning Solutions reaffirms its support to the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption. In this, our first, annual Communication on Progress we describe our actions to continually improve the integration of the Global Compact principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication and social media networks.

James Convery  
Managing Director

### **Human Rights**

**Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights: and**

**Principle 2: make sure that they are not complicit in human rights abuses**

### **Assessment, Policy and Goals**

Explosive Learning Solutions (ELS) actively supports the Universal Declaration of Human Rights. ELS will not carry out business with any countries or regimes where flagrant human rights abuses are known.

ELS has a Dignity at Work policy and is committed to ensuring that all of the employees are treated fairly and with respect. ELS will not tolerate victimisation, bullying or harassment.

### **Implementation**

As we expand our operations internationally all efforts are made to ensure that the countries we are operating in comply with the Universal Declaration of Human Rights.

ELS has a Grievance Procedure in place and offers mediation to staff as a first stage resolution to any problems experienced in the workplace.

Staff consultation is run where organisational changes are being implemented to ensure that staff are informed and have an opportunity to influence outcomes.

ELS has a range of Human Resources policies which reflect our pro-active stance on human rights including our Dignity at Work Policy, Equal Opportunities Policy and Flexible Working Policy.

### **Outcomes**

In the past year ELS has not been subject to any investigations, legal cases or incidents involving Human Rights.

## **Labour**

**Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;**

**Principle 4: the elimination of all forms of forced and compulsory labour;**

**Principle 5: the effective abolition of child labour; and**

**Principle 6: the elimination of discrimination in respect of employment and occupation**

## **Assessment, Policy and Goals**

ELS supports the ILO Core Conventions and will not do business with any organisation that uses forced or child labour.

All ELS employees are issued with a Contract of Employment which clearly states their terms and conditions, including pay rates and overtime pay arrangements. All staff are issued with a Staff Handbook which includes information on standard terms and conditions of employment, company benefits, company rules, grievances and disciplinary procedures.

ELS employs associate consultants to assist on project work and ELS is fully compliant with Associate Consultant regulations contained in our Quality Manual, our Internal Quality Assurance Manual and Staff Handbook.

## **Implementation**

ELS consults with its core staff on a continuous basis; each year the company holds a Company Review Day where the Director speaks about the past business year, appraising staff of the company's achievements, future expectations and aspirations, and thanks individuals who have made a specific contribution.

ELS has a range of Human Resources policies which support best practice in terms of labour and employment, including an Equal Opportunities Policy, Appraisal Procedure and Flexible Working Policy.

ELS has a Health and Safety Policy and a well developed range of safety procedures. Risk assessments are reviewed annually and the company carries out regular workplace safety audits.

ELS are fully committed to meeting all of its legal responsibilities and associated protective legislation iaw the Health and Safety at Work 1974 (HSAW 1974). Our aim is to ensure, so far as is reasonably practicable, the health, safety and welfare of the employees whilst they are at work, either in the office environment or when working for clients in their locations both home and abroad. This includes the health and safety of our temporary workers, associate consultants and any other persons who may be affected by our undertakings.

Our objective is to ensure that all employees carry out their duties safely so their activities will not adversely affect others and protect the environment. This is achieved by providing training to all employees to the standard required; Performance is monitored to ensure any safety or welfare issues are fully addressed and facilities' and/or training is changed as appropriate.

To comply with statutory and common law duties, ELS has arranged insurance against liability for death, injury and/or disease suffered by any of the employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Company. Company employees agree, as part of their contract of employment, to comply with their individual duties under the HSAW 1974 and will cooperate with the management to enable them to carry out their duties under the Act. Failure to comply with the health and safety duties, regulations, work rules and procedures regarding health and safety on the part of any employee may lead to disciplinary action in accordance with the Company's Disciplinary Procedures.

### Outcomes

ELS runs a system of informal annual appraisals to identify personal development needs and training requirements and these are actioned whenever financially possible. As well as the statutory Health and Safety training requirements we have had staff run or participate in ILM and APMG training.

ELS has not been involved in any investigations, legal cases or incidents related to the contravention of the Global Compact Labour principles.

ELS has not been subject to any Health and Safety statutory notices or prosecutions during this reporting period.

ELS is ISO 9001:2008 and ISO 14001:2004 certified.

### **Environment**

**Principle 7: Businesses should support a precautionary approach to environmental changes;**

**Principle 8: undertake initiatives to promote greater environmental responsibility; and  
Principle 9: encourage the development and diffusion of environmentally friendly technologies**

### Assessment, Policy and Goals

The ELS Sustainability Policy is based on ISO 14001:2004, which provides the means to assess the suitability and effectiveness of the company's Environmental Management System (EMS) and confirm the company's appropriate use of the Certificate and Certification Marks.

### Implementation

ELS has acknowledged its responsibility to maintain a sound environmental management policy and the commercial advantage of doing so.

The company describes its Environmental Policy in the ELS Staff Handbook and Quality Manual. The policy not only covers subjects like travel, utility consumption, recycling and the use of paper, but also stresses the importance of working in partnership with suppliers of goods or services to ensure best environmental practice.

A monthly Environmental Audit is carried out to measure progress against environmental targets. The audits are carried out by persons nominated by the Quality Manager, who has

the responsibility for the Environmental Management System. The consolidated report from all internal audits are presented at the monthly Director's meeting for information and strategic guidance where required.

ELS have included the Environmental Impact Manager responsibilities with the Office Manager who reviews all ELS working processes to reduce both waste through identifying inefficiencies and introduction of new processes or technologies that improve upon previous systems. This benefits ELS from both an environmental perspective as well as reduced through life costs.

### Outcomes

In the past year ELS has not had any reportable environmental incidents and has not been subject to any statutory notices or prosecutions.

ELS has been assessed and certified as meeting the requirements of ISO 14001:2004. Environment Management Systems.

### **Anti-Corruption**

**Principle 10: Businesses should work against corruption in all forms, including extortion and bribery**

### Assessment, Policy and Goals

ELS is compliant with the Bribery Act and does not participate in any corruption, bribery or extortion. ELS supports the UN Convention Against Corruption and does not operate in countries, or work with organisations, who are corrupt.

ELS ensures that all staff are briefed on the dangers of bribery and corruption to ensure that the company maintains integrity as an international business within the international marketplace.

### Implementation

As we expand our operations internationally all efforts are made to ensure that the countries we are operating in comply with the Universal Declaration of Human Rights.

ELS has a Grievance Procedure in place and offers mediation to staff as a first stage resolution to any problems experienced in the workplace.

Staff consultation is run where organisational changes are being implemented to ensure that staff are informed and have an opportunity to influence outcomes.

ELS has a range of Human Resources policies which reflect our pro-active stance on human rights including our Dignity at Work Policy, Equal Opportunities Policy and Flexible Working Policy.

### Outcomes

ELS submits audited accounts each year to Companies House which have been verified by external auditors. This is used as one of the methods of identifying any spurious payments which could be related to bribery or corrupt behaviour.

ELS has not been involved in any legal cases, rulings or other events related to corruption or bribery.

