



# Corporate Social Responsibility Policy

## Part 1: Policy Statement

Rejoice With Voice CIC (the company) is a faith-led community interest company. Our impact on society beyond our own specialist field is likely to be very small. We do however, recognise that our moral authority in working within any community whether with workshops or events is enhanced if we ourselves behave ethically in our wider dealings with the outside world.

As a business we will:

- Meet, and where possible, exceed all relevant legal requirements
- Behave with honesty and integrity in all our activities and relationships with others
- Act ethically and fairly at all times in our dealings with our stakeholders
- Maintain internal controls adequate to ensure standards are met

We will seek to exercise social responsibility in more specific ways in a number of key areas:

- equal opportunities
- staff and volunteer development
- protection of the environment
- involvement in our local community
- involvement in the voluntary sector

## Part 2: Equal Opportunities

### Service Provision

It is central to our work that we take action to address the social disadvantage faced by all groups we work with.

Therefore, within this framework the company will not discriminate on the basis of age, gender, disability, race, class, religion, sexuality, marital status, caring responsibility, HIV status or unrelated criminal conviction. The company will also actively seek to ensure that no volunteer is subject to such discrimination with any host agency to which he/she may be referred.

To make this policy effective, the management committee will:

- ensure that our service works towards an appropriate quality mark
- ensure that suitable safeguards are built into our service plans



- monitor, through verbal and written reports, and statistics where appropriate, the delivery, accessibility and availability of our services, including volunteer placements.
- continually review our service provision and provide where necessary training for management and staff members [and volunteers]
- operate and publicise procedures for informal feedback and formal complaints

## Employment & Volunteering

We are committed to being an equal opportunity employer. We will ensure that no job applicant, employee, volunteer or placement student:

- receives less favourable treatment on the grounds of age, gender, marital status, race, religion, creed, sexual orientation, disability, unrelated criminal conviction, HIV status or membership of a trade union
- is disadvantaged by conditions or requirements which cannot be justified

The programme of action to make this policy effective involves:

- internal procedures for resolving staff grievances and any problems arising for volunteers
- fair and effective selection and appraisal procedures to ensure that individuals are treated on the basis of their relevant merits and abilities

## Governance

We will seek to ensure that our Board is made up of a diverse group of people.

The programme of action to make this policy effective involves:

- regular self-appraisal by the Board
- clear and transparent policies for membership of the organisation and Board membership
- induction, training and guidance for Board members

## Part 3: Staff and Volunteer Development

Rejoice Wirth Voice CIC aims to be a good employer. In order to achieve this we will:

- Respect the rights and dignity of every staff member (both paid and voluntary) and treat them fairly and without discrimination
- Promote the health and well-being of our staff
- Encourage team working and the sharing of knowledge throughout the organisation
- Provide a safe, fulfilling and rewarding career pathway for all staff



In agreeing training and development plans, we will seek to ensure appropriate opportunities to meet the professional development needs of staff over and above the immediate requirements of their work for Rejoice With Voice CIC

## Part 4: Environmental Protection

Rejoice With Voice CIC aims to be environmentally friendly. To achieve this we will:

- Make the most efficient use of all resources, issuing guidance (see Appendix A) and encouraging all staff to develop a sustainable approach to their work
- Minimise carbon emissions from business travel by avoiding unnecessary travel and travelling by public transport unless there are reasons why this is not practicable or efficient
- Encourage staff to use sustainable modes of transport to reach work
- Identify and implement cost-effective energy and water conservation measures
- Reduce the amount of waste generated and disposed to landfill through a waste minimisation and recycling programme

## Part 5: Involvement in the Community

We recognise that we are part of the Greater Manchester community and of Christian faith.

Where practicable, we will support initiatives designed to promote the quality of life and economic prosperity of this community.

## Part 6: Involvement in our Professional Sector

We recognise that we are part of:

- the voluntary and community sector in Greater Manchester

Beyond our own mission and organisational goals, we will seek to play a responsible role in the wider sector, for example by engaging in the work of key networks - inter-agency and/or community and infrastructure support agencies, as well as supporting smaller community groups which may be able to benefit from our knowledge and expertise.

REVISED: November 2025



## Appendix A: Environmental Protection Guidance

### *Energy Saving*

| MANAGEMENT ISSUES                      | ISSUES FOR STAFF                                |
|----------------------------------------|-------------------------------------------------|
| Install low energy light bulbs         | Keep thermostats as low as possible             |
| Appoint an energy 'champion'           | Keep radiators clear                            |
| Hold an awareness session              | Turn lights off when not needed                 |
| Turn hot water thermostats down        | Turn computers and printers off when not in use |
| Turn heating thermostats down          |                                                 |
| Keep radiators clear                   |                                                 |
| Put reflective panels behind radiators |                                                 |
| Insulate our hot water tank            |                                                 |

### *Travelling Wisely*

| MANAGEMENT ISSUES                     | ISSUES FOR STAFF                                                       |
|---------------------------------------|------------------------------------------------------------------------|
| Encourage use of public transport     | Use public transport where appropriate                                 |
| Encourage walking or cycling          | Walk or cycle where possible                                           |
| Encourage car sharing                 | Car share where possible                                               |
| Survey our car miles                  | Use green fuels where possible                                         |
| Arrange traffic-free community events | Drive safely and wisely to cut your car's fuel bills and CO2 emissions |
| Encourage cycling to our events       | Encourage cycling to your events                                       |

### *Shopping Ethically*

| MANAGEMENT ISSUES                                   | ISSUES FOR STAFF                                    |
|-----------------------------------------------------|-----------------------------------------------------|
| Use eco-friendly cleaning supplies                  | Use eco-friendly cleaning supplies                  |
| Use recycled paper                                  | Use recycled paper                                  |
| Recycle printer cartridges                          | Recycle printer cartridges                          |
| Buy locally-produced or Fairtrade catering supplies | Buy locally-produced or Fairtrade catering supplies |

### *Saving Resources*

| MANAGEMENT ISSUES                       | ISSUES FOR STAFF                             |
|-----------------------------------------|----------------------------------------------|
| Save paper                              | Save paper                                   |
| Promote waste reduction and recycling   | Reduce, re-use and recycle wherever possible |
| Reuse or avoid throwaway items          | Reuse or avoid throwaway items               |
| Employ water 'Hippos' or 'save-a-flush' | Save water                                   |

Source / further detail: [www.everyactioncounts.org.uk](http://www.everyactioncounts.org.uk)