



**HRP03**

**Corporate Social Responsibility Policy**

To the requirements of:  
ISO 26000:2010

RETN NETWORKS LTD  
5 GREENWICH VIEW PLACE  
LONDON  
E14 9GE  
Email: [market@retn.net](mailto:market@retn.net)  
Web: <https://retn.net/>

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Author:	Mathew Judge
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**Circulation List**

This Corporate Social Responsibility Policy is a controlled document and is maintained on the server as read only. The Human Resource Management Representative must ensure that all amendments are circulated and obsolete copies removed and filed. Hard copies used for training and internal auditing are controlled and distributed as follows.

<b>Copy No.</b>	<b>Holder</b>
1	Human Resource Management Representative

**Amendment History**

This policy is reviewed periodically, at least annually, and is retained for a period of three (3) years. Amendments and revisions are distributed to the named holders. The history of amendments and the issue of revisions are recorded below.

<b>Date</b>	<b>Amend. No.</b>	<b>Page No.</b>	<b>New Issue No.</b>	<b>Reason for Change</b>	<b>Authorised By</b>
01/06/2019	-	All	1	Initial release	Dmitry Samarin
01/06/2020	1	All	2	Annual review	Dmitry Samarin
01/06/2021	2	All	3	Annual review	Tony O'Sullivan
01/06/2022	3	All	4	Annual review	Tony O'Sullivan
20/02/2024	4	All	5	Annual review	Tony O'Sullivan
05/09/2024	5	All	6	Corporate changes	Tony O'Sullivan
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## 1. Corporate Social Responsibility Policy Statement

This policy details how RETN Capital takes account of its economic, social and environmental impact in the way it operates as a business. By demonstrating our commitment to Corporate Social Responsibility, we aim to align our business values, purpose and strategy with the needs of our clients, whilst embedding such responsible and ethical principles into everything we do.

The elements of this Statement cover our approach in dealing with our clients, suppliers, and the local community principles in an effort to support reducing our energy, procurement, transport, water use and other business usage to reduce our carbon footprint and environmental impact.

## 2. Environment

Protection of the environment in which we live and operate is part of RETN Capital's values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

This Statement should also be read in conjunction with our Professional Code of Conduct. In this policy statement we commit our company to:

- Complying with all relevant environmental legislation, regulations and approved codes of practice
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources
- Managing and disposing of all waste in a responsible manner
- Providing training for our staff so that we all work in accordance with this policy statement and within an environmentally aware culture
- Regularly communicating our environmental performance to our employees and other significant stakeholders
- Developing our management processes to ensure that environmental factors are considered during planning and implementation
- Monitoring and continuously improving our environmental performance.

The nature of our work as a consultancy means that we do not inherently have a high environmental impact but we will take consideration of environmental issues in the professional services we provide and endeavour to reduce our environmental impact to an absolute minimum.

The Chief Executive Officer will ensure that the Company reduces the environmental impact on the Company by:

- Reducing all our transportation requirements wherever possible and utilising public transport and such facilities as web-ex and conference call facilities
- By using vehicles that are regularly serviced and checked with regards to their emission levels and economically use their fuel
- Sourcing and buying locally to save fuel costs wherever possible
- Ensuring that all lights and equipment is switching off when not required
- Ensuring that water is used efficiently
- Using scrap paper for drafts and notes

- Printing in mono and double sided wherever possible
- Recycling all waste (shredding all business documentation)
- Sourcing recycled materials wherever possible
- Working with like-minded suppliers who take steps to minimise their environmental impact

### 3. Local Community

The Chief Executive Officer will also ensure that our work with the local community involves:

- Working and supporting local and national charities
- Encouraging volunteer work in community activities
- Supporting local schools
- Undertaking voluntary business advisory services via professional bodies Clients

The Chief Executive Officer will also ensure that we deal responsibly, openly and fairly with clients and potential clients by:

- Ensuring that all our advertising and documentation about the business and its activities are clear, informative, legal, decent, honest and truthful
- Being open and honest about our products and services and telling customers what they want to know, including what we do to be socially responsible
- We will avoid pressure selling techniques
- Ensuring that if something goes wrong we will acknowledge the problem and deal with it
- We will listen to our clients so that this can help us improve the products and services we offer to them
- Ensuring that we benchmark and evaluate what we do in order to constantly improve our competitive edge in the marketplace.

The Chief Executive Officer will also ensure that we deal responsibly, openly and fairly with suppliers by:

- Ensuring that we use local suppliers as much as possible
- That we will endeavour to pay on time
- Not expecting any discounts to have a detrimental effect on their business

The operational and ultimate responsibility for the commitment to our corporate social responsibility principles lies with the Chief Executive Officer of RETN Capital. Every employee of RETN Capital is expected to give their full co-operation to the above principles in their activities at work. Consultants or visitors are also expected to apply our environmental principles.

The effectiveness of the Policy Statement will be monitored and reviewed at least annually by the Chief Executive Officer to ensure the Company's continuing compliance with any relevant legislation and to meet new business requirements and to identify areas in need of improvement. We will also ensure that all areas changes will be brought to the attention of employees as necessary.

#### **4. Review**

This policy was approved by the Chief Executive Officer on 01/06/2022 and is subject to annual review.



**Tony O'Sullivan**  
**Chief Executive Officer**  
**RETN Capital Ltd**

**20 February 2024**

#### **5. Declaration**

I, the undersigned, have read and understood this policy in its entirety and agree to comply with it in full and without exception.

**Name (Please print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_