Corporate Social Responsibility (CSR) Policy

Issued by: Clarence Recruitment ("the Company")
Date: August 2026
Review Cycle: Annual, or sooner where required

Our Commitment

At Clarence Recruitment, we believe that connecting people and inspiring futures means taking responsibility for the impact we have on the world around us.

Our Corporate Social Responsibility (CSR) programme is built around four pillars: People, Communities, Environment and Responsible Business. These reflect our commitment to supporting individuals, contributing positively to our communities, reducing our environmental impact and operating ethically and responsibly.

As a small business, we recognise that meaningful change starts with everyday actions. Through our working practices, partnerships and business decisions, we aim to make a positive difference, act with integrity and build a more sustainable future.

Our commitments are embedded in how we work, the relationships we build and the opportunities we help create — bringing our promise to life:

Connecting people. Inspiring futures. Making a difference.

Our CSR Pillars

People

Championing people, supporting wellbeing and inspiring future talent.

At Clarence Recruitment, people are at the heart of everything we do. As a small office team supporting a wider pool of contractors, we recognise our responsibility to create a positive, inclusive and supportive experience for our employees, contractors and business partners.

We are committed to:

- Champion fairness and inclusion – promote equal opportunities and treat everyone with dignity and respect.
- Support wellbeing – foster a positive, supportive and flexible working environment.
- Develop future talent – support learning, skills development and progression through our apprenticeship scheme and CPD certified training partner.

- Put contractors first – provide a fair, respectful and responsible recruitment experience.
- We aim to ensure that our commitment to people is reflected in our everyday decisions, our relationships and the recruitment services we provide.

Communities

Making a meaningful difference to the communities we serve.

We believe our responsibility extends beyond recruitment. Through our charitable support and 'Clarence Kids' programme, we aim to make a positive contribution to our local communities, with a particular focus on supporting young people and their wellbeing.

We are committed to:

- Support local causes – contribute to charitable initiatives that make a positive difference in our communities.
- Encourage volunteering – provide team members with one paid day each year to volunteer and support charitable or community initiatives that make a positive difference.
- Invest in young people's wellbeing – fund access to counselling support through our Clarence Kids programme.
- Create opportunities – champion employability, skills development and access to meaningful work.
- Make a meaningful impact – focus our community support on initiatives that align with our values and deliver tangible benefits.
- Through our community partnerships and Clarence Kids programme, we aim to put our values into action and help create brighter futures for the people and communities around us.
- Sponsorship of a local sports team, enabling them to buy equipment and provide resources.

Environment

Building a more sustainable future through responsible working practices.

We recognise our responsibility to minimise our environmental impact and make more sustainable choices wherever practical. As a small business, we take a proportionate approach to environmental responsibility, focusing on the everyday decisions and working practices that can make a positive difference.

We are committed to:

- Work more sustainably – use our hybrid working model to help reduce unnecessary commuting.

- Choose responsible workspaces – use a shared co-working space operated by a certified B Corporation.
- Reduce waste and resource use – prioritise digital processes, minimise printing and recycle where possible.
- Reduce our carbon footprint – measure our environmental impact and identify practical opportunities for improvement.
- We recognise that sustainability is an ongoing responsibility. By making considered choices about how we work, travel and use resources, we aim to reduce our environmental footprint and contribute to a more sustainable future.

Responsible Business

Operating ethically, transparently and with integrity.

We believe that responsible business means acting with integrity, treating people fairly and making considered decisions about how we operate. We are committed to maintaining high ethical standards, complying with relevant legislation and building trusted relationships with our candidates, clients, employees and suppliers.

We are committed to:

- Act with integrity – conduct our business honestly, ethically and transparently.
- Choose responsible suppliers – prioritise ethical and sustainable suppliers wherever possible.
- Protect people and information – maintain appropriate safeguarding, compliance, data protection and information security practices.
- Uphold professional standards and security – maintain our REC membership and Cyber Essentials certification.
- Be accountable – uphold our commitments, review our practices and continually seek to improve.
- We aim to build a business that our people, candidates, clients, suppliers and wider community can trust.

Implementation and Accountability

Our CSR commitments are intended to form part of our everyday business activities and decision-making.

We will:

- Encourage all team members to understand and support our CSR commitments.

- Consider social, environmental and ethical factors when making business decisions.
- Work with clients, candidates, suppliers and partners who share our commitment to responsible business practices wherever possible.
- Identify practical opportunities to strengthen our positive social and environmental impact.
- Review our CSR activities and commitments periodically to ensure they remain relevant, achievable and aligned with our business values.
- As Clarence Recruitment grows, we will seek to develop our CSR programme in line with our evolving responsibilities, opportunities and impact.

Monitoring and Review

We recognise that Corporate Social Responsibility is an ongoing commitment rather than a one-off exercise.

We will periodically review our CSR activities, policies and practices to assess progress, identify opportunities for improvement and ensure our commitments remain appropriate to the size and nature of our business.

Where practical, we will seek to demonstrate our contribution through measures such as charitable support, volunteering, young people supported through Clarence Kids, environmental initiatives and responsible supplier practices.

This policy will be reviewed annually, or sooner where there are changes to legislation, regulatory requirements, guidance or the Company's activities.

Policy Owner: Mia Jones, Head of Business Services & Governance
Next Review Date: August 2027