



CCEA Corporate and Social Responsibility (CSR) Policy

In fulfilling its corporate and social responsibilities, CCEA seeks to go beyond its legal responsibilities in the workplace, through its contribution to society and in safeguarding the environment in which it operates.

CCEA will ensure that its strategic decisions and actions are based on a bedrock of corporate values and business ethics.

The rationale for CCEA's approach to CSR starts with our mission: *to enable the full potential of all learners to be achieved and recognised*. At CCEA we recognise that the achievement of our mission requires more than effective management and delivery of our core products and services. It is also about creating a balance between developing customer focused services, contributing to the community and sustaining the environment in which we operate. CCEA's CSR approach ensures that we operate our business in a socially responsible and environmentally sustainable way. Our values, lived by all CCEA employees, enshrine the principles of CSR.

CCEA continually aims to do the right thing within our society by ensuring that we use our position of influence and accessibility in the business environment in which we operate and the communities in which we serve.

The Workplace

In addition to implementing fair and equitable recruitment practices and enshrining non-discriminatory practices in its people policies, CCEA will support employees to develop their professional skills, achieve a work/life balance, and engender a culture of inclusion and mutual respect.

CCEA will promote health and safety and well-being in its broadest context, with a particular emphasis on occupational health and employee welfare. CCEA will use the OHSAS 18001 standard to develop and implement an occupational health and safety management system.

CCEA will carry out organisational development in a socially responsible way, taking into consideration the interests and concerns of all of those who are affected by the changes and decisions. It will provide open information and consultation and will seek to reduce the need for redundancies.

The Community

CCEA will actively seek opportunities through its core business to ensure that activities enrich and add value to the society in which it operates. CCEA will respect its neighbours and its

communities. CCEA will develop positive relationships with the local community and contribute to society through engagement with the local community and charities.

CCEA will manage its business activities to ensure that they provide value for money. CCEA will work closely with business partners in achieving this.

CCEA will contribute to the economy by providing employment opportunities.

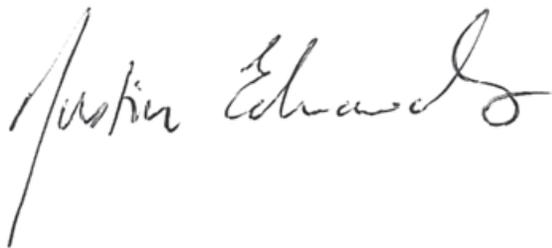
The Environment

CCEA will establish environmental objectives which are in harmony with its environmental policy and which contribute to sustainable development.

CCEA will use the ISO 14001 standard to develop and implement an environmental management system. CCEA will minimise our footprint on the global environment using a range of approaches designed to recycle materials, reduce waste and reduce the consumption of non-renewable resources.

CCEA will monitor and review performance against its environmental policy.

Signed

A handwritten signature in black ink that reads "Justin Edwards". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Justin Edwards

29 September 2015

This policy is communicated to staff through the CCEA Intranet site and through induction. This policy is also communicated to stakeholders through the Internet site.