

## **Corporate & Social Responsibility**

### **About Us**

As a provider of staffing and recruitment services to organisations and individuals our actions directly affect people, whether they are called “employees”, “candidates”, “suppliers” or “companies”.

Our future is directly affected by our actions today and a key aspect of those is our behaviour as Consultants, Administrators and Managers. Minerva Appointments was founded on the basis of treating the people we deal with as we would like to be treated; ethically, with respect, openness and honesty. That is the basis for our company and is the foundation for this document.

### **Our Colleagues**

Minerva Appointments recognises that its key differentiation and therefore competitive advantage within the market place depends upon people it employs, their level of training and their motivation. Minerva Appointments has a commitment to equal opportunity for all and diversity, and will not discriminate on the basis of age, sex, race, religion or disability.

Applications from disabled and/or handicapped persons will be treated with equal consideration where the applicant is able to fulfil the requirements of the position. Should an existing employee become disabled, Minerva Appointments will endeavour to provide continuing employment under normal terms and conditions and to provide training, career development and promotion to disabled employees wherever possible.

As an organisation Minerva Appointments believes that effective and regular communications are particularly important, and that colleagues should be fully informed about the company’s performance in line with our “open book” policy.

Minerva Appointments’ success has been due in no small part to the number of colleagues who join the organisation as Trainees and are taken through the Minerva Training Plan and receive ongoing on the job training from more senior members of the team.

More experienced Consultants are also offered the opportunity to gain full membership of the REC by attending REC training and undertaking the relevant exams.

Feedback from colleagues is also welcome and is often solicited, through weekly meetings as a team, in one to ones and via the “Think Tank” folder on the network.

### **Diversity**

Minerva Appointments is committed to assisting its clients to attract, motivate and retain the right people to help them drive their businesses forward and achieve their business plan. As a regional specialist providing personnel within the construction engineering design and management field, Minerva Appointments actively promotes diversity when identifying and recruiting candidates for freelance and permanent positions, for our own, and our clients’, opportunities.

## Our Values

Minerva Appointments has a number of values which are ingrained within our culture and are highly visible when considering our company as a whole, a team within the company or the individuals who ensure the companies success. These values are:

- **Integrity** – We endeavour to deal with all parties in the way which we would like to be dealt with ourselves.
- **Reliability** – We will ensure that we provide a service that our clients, candidates and suppliers can count on.
- **Honesty** – We believe that the only way to operate as a recruitment organisation is to be open and honest in all aspects of our dealings with people.
- **Credibility** – We encourage our team to put their credibility before short term profit as we know that, like the projects our people design, reputations take a long time to build but only a short time to damage.
- **Genuine** – We want our team to be sincere in their dealings, to enjoy the successes of their people, but also to truly empathise with them when the news is not as positive.
- **Friendly** – We want to be known as an approachable organisation that is easy to deal with.
- **Professional** – While we want to be recognised as a friendly organisation to deal with, we will maintain high standards regarding QA, discretion and approach.
- **Consistency** – We expect our people to work to those high standards all of the time so that anyone who deals with Minerva can be confident that no matter what the situation they will receive the same high quality service.
- **Appreciative** – We fully recognise that we have no “right” to expect clients and candidates to deal with us and as such are appreciative of the opportunities we are given.
- **Fairness** – We want to be considered a fair company to deal with by our suppliers, candidates and clients treating all as we would like to be treated ourselves.

## Our Environment

Minerva Appointments believe that it is important to work to good environmental practice and to make efforts to reduce our environmental impact. To this end, wherever possible, waste materials are recycled or disposed of in a manner that reduces any impact on the environment. We purchase our electricity from Good Energy who supply from 100% renewable sources. We encourage our staff to minimise their use of water and all fuels, to consider using public transport, cycling or foot to travel, and think about their resource usage in the work environment and at home. As a business we try to use local suppliers to help businesses with the local community.

## Charitable Giving and Involvement

Minerva Appointments is happy to contribute to good causes and has actively participated in doing so each year since its formation, ranging from team members abseiling for charity, being sponsored to complete the Leeds 10k Run, Jeans for Genes day, and making cash donations to other charities including Martin House Children's Hospice, Help for Heroes and the Royal British Legion.