

## Corporate Social Responsibility Policy

Here at inlingua Leeds, we will take into account the economic, social and environmental impact in everything we do. inlingua Leeds is dedicated to being a good and responsible corporate citizen.

inlingua Leeds will:

- Monitor and look at ways of protecting the environment by minimising our pollution of land, air and water.
- Keep our wastage to a minimum and dispose of any waste in a responsible manner.
- Increase awareness among staff, students, partners and suppliers of environmental issues and possible solutions.
- Monitor our energy and water consumption in order to set realistic targets to manage their use.
- Increase awareness among staff and students of alternative methods of transportation to encourage the reduction of CO2 emissions.
- Monitor staff, clients', partners' and suppliers' satisfaction with regular surveys to ensure we are meeting their expectations.
- Include a range of people from different backgrounds and different points of view, without regard for gender, age, race, nationality, religion, disability or sexual orientation.

inlingua Leeds will:

- Recruit staff according to our Equal Opportunities Policy.
- Monitor and assess staff satisfaction in order to maintain a good working environment.
- Encourage and foster a positive atmosphere and supportive work environment.
- Give our staff the opportunity to develop their skills and to progress in their career, with training and personal feedback.
- Assure a Fair and Equitable Remuneration Policy.

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To be reviewed: 21/12/2024

Management

- Fight against any form of discrimination to assure dignity and respect of staff and their personal lives and provide a safe place to work, with freedom from bullying, harassment or favouritism and respect for privacy and dignity.

### Students

inlingua Leeds will:

- Monitor the wellbeing of our students during their stay and do all within reasonable responsibility to ensure that students have a positive experience.
- Offer appropriate and educationally sound programmes that focus on student progression and support our clients during their studies.
- Guarantee the highest possible quality of our academic, cultural and social programmes.
- Promote environmental education and sustainable development as part of the academic programme.
- Encourage tolerance and understanding for all students in school and assist them in understanding the ethos of the school.
- Through our Scholarships, offer our programmes to less advantaged students who would otherwise be unable to access this type of education.

### Local Communities and Society

inlingua Leeds will:

- Commit to donating unused or out of date course books and other school materials to local charities.
- Take part in local, national and international initiatives promoting humanitarian values.
- Try to give both time and money to the communities of interest through charities and sponsorship donations and through encouraging and enabling colleagues to volunteer their time to causes it supports.
- Monitor and assess its suppliers' policy towards human rights and labour rights.
- Promote exchanges with local communities to better learn their cultural and social awareness.

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- Sourcing and buying locally and making sure small businesses are paid on time.

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