

## **1.1 Community and Social Responsibility Policy**

- (a) The Directors at Cohen Cramer Limited believe that Community and Social Responsibility revolves around the understanding of the impact the practice has on the environment, the welfare of individuals, the community and the sustainability of the world's resources. Running the practice in the local community goes beyond making profits and acquiring wealth and they therefore acknowledge the practice's obligation to consider the wider interests of our clients, employees and the community in which we function. Cohen Cramer Limited encourage the system and employees to greater involvement in team and individual projects in support of the wider community.
- (b) A responsible approach in these areas can lead to greater efficiencies, lower costs and an improved reputation as a responsible service provider and employer.
- (c) This policy will be reviewed by the Directors each year as part of the annual business review, or as occurrences that affect the policy arise, and submit suggestions to the Directors in a timely manner for the annual business review.

## **1.2 Environment**

- (a) Cohen Cramer Limited is committed to minimising our impact on the local, national and global environment and the Directors encourage our employees and all those with whom we do business to do likewise.
- (b) Further developing environment and management practices that minimise waste and maximise efficiencies.
- (c) The practice will aim to:
  - (i) raise the environmental awareness of those with whom it has contact and encourage them to make environmentally sound and sustainable decisions;
  - (ii) encourage the efficient and least environmentally damaging use of energy;
  - (iii) encourage the use by ourselves and our suppliers/contractors of environmentally sound and sustainable resources;

- (iv) reduce the quantity of waste produced to a minimum and recycle waste material wherever possible;
  - (v) offer employees a safe, hygienic and as far as possible, an attractive working environment; and
  - (vi) drive forward actions to reduce the practice's impact on the environment is the responsibility of the Directors. However, personnel are encouraged to make suggestions or contributions to our efforts.
- (d) Responsibility to the environment
- (i) As a modern business we are conscious of and recognise the impact our actions may have on the environment. Our aim is therefore to minimise this impact by:
    - (A) Continually striving to ensure improvement of our environmental performance.
    - (B) Reviewing our energy use and ensuring this is kept to the minimum by such measures as turning off all lights, computers and printers each night and monitoring heating and air conditioning requirements and consumption.
    - (C) Encouraging recycling throughout the firm by having designated bins for waste.
    - (D) Reducing the amount of waste produced throughout the firm by considering re-fillable print cartridges and using scrap paper for note taking.
    - (E) Educating our staff and increasing their awareness of environmental issues.

### **1.3 Wellbeing of Our Personnel**

- (a) Through the practice's HR Strategy, the Directors aspire to become the region's employer of choice for lawyers and support staff and seek to achieve this by the application of best practice in the management and development of our people and having effective mechanisms in place to communicate with our personnel and understand their concerns. We encourage input from personnel via regular team meetings and invite comment through our open door policy.

- (b) Cohen Cramer Limited addresses the needs and aspirations of the staff through the continuing development of diversity, work life balance and health and well-being policies and initiatives.
- (c) A close and collaborative working relationship is encouraged throughout the organisation, with legal teams actively managed by a Director or Associate. We are proud of the quality and dedication of our staff and are committed to providing them with rewarding careers and job satisfaction. We have a separate equal opportunities and diversity policy which outlines our commitment to the way we treat people. This, together with a robust supervision system, ensures we consistently meet the highest standards for our clients every time our expertise is called upon.
- (d) Underpinning our work ethic are our values. In everything we do for our clients and in every aspect of the way we work with each other, we remain true to our values of determination, respect and trust.
- (e) Ambition
  - (i) As individuals and as a firm we constantly strive to better ourselves, be innovative in our thoughts and actions and encourage learning and development to assist, acquire and maintain the requisite knowledge to enable us to fill our responsibilities and the needs of our clients, work colleagues and the firm.
- (f) Integrity
  - (i) Through mutual trust, we rely and expect each of us to carry out our work to the very highest standards. Through trust we build lasting and valued relationships with our clients, one another and our suppliers.
- (g) Teamwork
  - (i) The mutual respect at Cohen Cramer Limited is reflected in the respect Cohen Cramer Limited maintains for their clients, the environment and the people they come into contact with. Confidentiality is upheld as a way of life with us, understanding that their support and loyalty is essential to a successful relationship with our clients and our people.

- (h) Excellence
  - (i) As a dynamic team, we are completely focused on making a positive difference to each and every single client. Whilst being passionate about operating to the highest ethical and professional standards, we are totally dedicated to pursuing the best possible outcome for our clients whilst working in the most cost effective manner.
- (i) Adaptability
  - (i) As a firm we embrace technological advances and demonstrate a willingness to adapt to change, whether it be in the changing law, the legal marketplace or our workplace. Our ability to be flexible in our roles means we can offer our clients the same flexibility and a tailor made approach to all their legal services requirements.

#### **1.4 Support for Charities and Volunteering**

- (a) Cohen Cramer Limited are committed to supporting our local community and charities by arranging work experience for students from local schools and colleges, volunteering time to local charities, organising fundraising and supporting staff members in their own charitable events.
- (b) Some of the organisations and events we have supported include:
  - (i) Simon on the Streets – Offering various types of support to the homeless in West Yorkshire
  - (ii) Survivors West Yorkshire – Survivors of sexual abuse in the local area (current)
  - (iii) Moorview Rescue – Dog rescue centre near Harrogate
  - (iv) Moorfield’s Eye Hospital- An international centre of excellence for ophthalmic care.
  - (v) Norwood - A charity working with people with learning difficulties.
  - (vi) Children’s Brain Injury Trust - helps children, young people, their families and professionals to come to terms with what has happened and how to deal with the uncertainty that the future holds.

- (vii) British Red Cross - A global organisation helping people in crisis.
  - (viii) Leeds Children's Hospital - An appeal to make every child's stay in hospital better, brighter & happier.
  - (ix) Change Leeds - An initiative run by The Leeds Community Foundation helping to improve the quality of life of people living in disadvantaged communities.
- (c) The practice also allows staff to apply for Employer Supported Volunteering, staff are allowed to take one extra day's paid leave per year to conduct some form of volunteer work. Staff are expected to inform the practice of where the volunteering took place, what they did and also to provide a short blog setting out their experience.