

## Corporate Social Responsibility Policy

Policy no:	1.12
Version no. & date:	V23.3
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Responsible:	SMT
Approved by & date:	BOG JULY 2021
Linked policies and documents	<p>1.11 Fraud Prevention Policy</p> <p>5.2 Admissions Policy</p> <p>6.2 Student Handbook</p> <p>7.11 Staff Handbook</p>
<b>External reference points</b>	<p>Committee of University Chairs (CUC) The Higher Education Code of Governance. Element 2 Sustainability 2.2:</p> <ul style="list-style-type: none"> <li>• <i>arrangements in place to ensure that all forms of resources are used in a sustainable (financial, social and environmental), secure and effective manner which supports institutional success; and</i></li> <li>• <i>policies and procedures in place which support the delivery of the institution's strategy in an environmentally sustainable way.</i></li> </ul>
Audience:	OBC Stakeholders and Website users

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## 1 Introduction

This corporate social responsibility policy expresses the College's intent on looking beyond its primary responsibilities to staff, students, stakeholders and members of the public and to consider what broader responsibilities we may have as providers of educational services to members of the public. The policy sets

out the processes that the College is committed to having in place at a corporate level to ensure that its activities are carried out ethically, sustainably, and for the public benefit. These activities have a broader context in that we aim to impact the United Nations Sustainable Development Goals.

## 2 Purpose

The primary purpose of instilling corporate social responsibility is to ensure that the College functions ethically, considering human rights and positive social, economic and environmental impacts.

## 3 Scope

This policy applies to all stakeholders of OBC, governors, staff, and external members such as marketing agents, consultants, contractors, suppliers and, members of boards & committees and all students. This Policy sets out how the College meets its corporate social responsibility as an ethical, responsible and sustainable organisation to create opportunities and make a difference to our regions (locations of campuses) and society. The Policy is structured around the five pillars of CSR: Workplace, Students, Community, Philanthropy and Environment.



Our local community mainly focuses on Oxford, West London (Park Royal), Slough, and Nottingham and extends to those areas where OBC opens new campuses.

## 4 Aims and Objectives

The policy aims to provide information and guidance to everyone working for OBC and on how to raise concerns.

- To improve the knowledge and understanding of all stakeholders, irrespective of their position, about Corporate Social Responsibility at the College
- To provide accessible and affordable quality education as the foundation to improving people's lives and sustainable development.
- To support the principles of the global Sustainable Development Goals (SDGs)
- To contribute to achieving the SDGs by ensuring our campuses are environmentally sustainable and socially inclusive.
- To manage and reduce waste and, where possible, to reuse and recycle it
- To refurbish OBC premises in an environmentally friendly manner
- To ensure access to affordable, reliable, sustainable and modern energy by using motion sensor lights.
- To build resilient infrastructure, promote sustainable industrialisation and foster innovation by supporting Oxford's Local Industrial Strategy that drives Oxfordshire's ambition to become one of the top three global innovation ecosystems by 2040.
- To work with local, regional, and national partners to promote CSR activities and projects.
- To reduce poverty by offering scholarships for deserving students
- To develop employability skills, creating part-time jobs for deserving students at the College,
- To ensure healthy lives and promote well-being for all students and staff
- To provide equal opportunities to all and achieve gender equality and empower all women
- Reduce inequality within and among countries by supporting migrants' rights in the UK, promoting diversity opportunities for BAME, ensuring respect for all religions and nationalities, starting free education in Pakistan by 2022 and 10 full-fee scholarships for students from developing countries.
- Make cities inclusive, safe, resilient and sustainable by promoting student cycling and/or a car-share scheme.
- Promote just, peaceful and inclusive societies at the College and beyond
- Revitalise the global partnership for sustainable development by spreading the word and participating in the ongoing debate.

## 5 Workplace (Staff)

At the College, we address the following SDGs throughout our CSR policy and notably through the Oxford Staff Centre of Professional Excellence (OxSCOPE).

The Oxford Staff Centre of Professional Excellence (OxSCOPE) aims to provide for all staff a route through which individuals will fulfil their potential and achieve consistently high-performance standards, enabling them to develop professionally and contribute significantly to the College.

We believe in building a culture where every employee can flourish.

Our Work Slogan is

*"Let's grow, rise and shine together."*

## 6 Students

As part of the College experience, students are encouraged to consider their own social responsibility through workshops and tutorial programmes which cover the 17 themes of the SDGs. Social responsibility also underpins activities supported by the many equality and diversity initiatives within the College and the wider community. The College provides opportunities for students to develop business ideas and grow their businesses at the Oxford Business Incubation Centre (OxBIC). The College makes financial support available for scholarships, bursaries and hardship funds. In addition, we provide opportunities for students to interact with the broader community as part of the study, research, work or volunteer activities and projects

## 7 Community

The College recognises our responsibility to provide people with the education and training that employers within our local community require. Therefore, the College aims to work closely with local employers to develop a curriculum that will provide prospective employees with the knowledge and skills they need to work in local businesses. The College will also offer employment advice and guidance in partnership with local employers to help students attain gainful employment locally before and after graduation.

To this end, the College aims to develop close relationships with local businesses and community providers to develop voluntary and paid work placements that will provide students with practical experience and enable them to develop invaluable skills and contacts in their local community.

Fundraising for local initiatives supported by the College's own charities will help relieve poverty and provide education to those who are in need.

## 8 Philanthropic Organisation

The College undertakes the following philanthropic activities:

- Support for our students through scholarships, bursaries and hardship funds etc.
- Sponsoring events and activities supporting SDGs that align with our CSR Activities.
- Equality, diversity, and Inclusion (EDI policy).
- Encouraging colleagues and students across the College and campuses to volunteer or raise funds for local charities.

## 9 Environment

The College aims to improve the energy efficiency of existing buildings through enhanced insulation, installation of LED lighting, lobby door systems and use of electronic systems instead of paper.




Course curriculum and Continuous Professional Development (CPD) are to be used to enable people to gain knowledge and skills that enable individuals to make informed decisions relating to the impact of their actions on the environment. To this end, the College will hold Sustainable Development Days for all staff and students at the College campuses.



The College will aim to publish Green Travel Plans for staff and students to promote more sustainable and healthy travelling to and from campuses. The College will also carry out a student and staff location plan to ensure, where possible, that all staff and students are teaching at a College campus closest to them to minimise the amount of travelling students and staff need to do. The College will also develop its blended and distance learning programmes in order to ensure that students and staff make fewer trips to attend courses at our campuses.

The College is fully committed to extending and developing our plans to promote and expand sustainability and reduce negative impacts on the environment. The College aims to educate students and staff on sustainability issues to encourage behaviour that is conducive to our sustainable development goals and will affect the behaviour of all stakeholders.



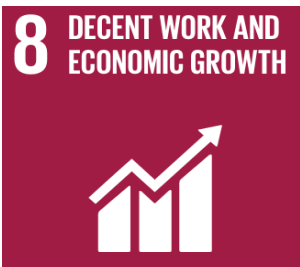
## 10 UN Sustainable Development Goals




The college adheres to the UN Sustainable Development Goals, and the table below outlines OBC’s actions to support the achievement of these goals.





UN Goals	Brief Summary	OBC Actions	Evidence
 <p><b>1 NO POVERTY</b></p>	<p>End poverty in all its forms everywhere.</p> <p>Economic growth must be inclusive to provide sustainable jobs and promote equality.</p>	<p>More scholarships for deserving students</p> <p>Student financial support</p> <p>Developing employability skills, Creating part time jobs for deserving students at OBC.</p> <p>Career Services</p> <p>Students engagement by having debates on poverty and hunger-problems and solutions</p>	<p>Scholarship and bursary policy</p>
 <p><b>2 ZERO HUNGER</b></p>	<p>The food and agriculture sector offer key solutions for development and is central for hunger and poverty eradication.</p>	<p>Avoid wasting food</p> <p>Ethical consumption</p> <p>Everyday austerity</p> <p>Students engagement by having debates on poverty and hunger-problems and solutions</p>	<p>Ethical Behaviour Code for Staff and Students</p>
 <p><b>3 GOOD HEALTH AND WELL-BEING</b></p>	<p>Ensure healthy lives and promote well-being for all at all ages.</p> <p>Ensuring healthy lives and promoting the well-being for all at all ages is essential to sustainable development</p>	<p>Student counseling and well being services</p> <p>Training to staff on first aid</p> <p>Active lifestyle</p> <p>Taking up an exercise regime</p> <p>Gym enrolment</p> <p>Private Health Insurance</p>	<p>Student guidance and support policy</p>


UN Goals	Brief Summary	OBC Actions	Evidence
 <p><b>4 QUALITY EDUCATION</b></p>	<p>Obtaining a quality education is the foundation to improving people’s lives and sustainable development.</p>	<p>Teaching observations and staff development</p> <p>Continuous professional development of staff.</p> <p>More appointments of PhDs</p> <p>Inviting topic specialist guest speakers for students lectures, seminars and workshops</p> <p>Academic support, Appointments of personal tutors</p> <p>Provision of e-resources (ejournals and ebooks)</p> <p>Widening participation of students</p>	<p>Academic Staff Recruitment Policy</p> <p>Admissions Policy</p> <p>Fitness to Study Policy</p> <p>Academic Appeals Policy</p> <p>Student Complaint Policy</p> <p>Data Protection Policy</p> <p>Academic Freedom Policy</p> <p>Attendance Policy</p> <p>RPL Policy</p> <p>Quality Assurance Policy</p> <p>Staff Development Policy</p> <p>Teaching Observation Policy</p> <p>External Speakers’ Policy</p> <p>Teaching, Learning and Assessment Policy</p>
 <p><b>5 GENDER EQUALITY</b></p>	<p>Achieve gender equality and empower all women and girls.</p> <p>Gender equality is not only a fundamental human right, but a necessary foundation for a</p>	<p>Reduce ration of men to women at the organisation.</p> <p>Improve the Ratio of women to men at top management level</p> <p>Review Maternity Benefits</p> <p>Review Equal pay and progression</p>	<p>Equality and Diversity Policy</p> <p>Recruitment and Selection Policy</p> <p>Admission Policy</p> <p>Anti bullying policy</p> <p>Safe guarding Policy</p>



UN Goals	Brief Summary	OBC Actions	Evidence
	peaceful, prosperous and sustainable world.		Freedom of Speech Policy
 <p><b>6 CLEAN WATER AND SANITATION</b></p>	<p>Ensure access to water and sanitation for all.</p> <p>Clean, accessible water for all is an essential part of the world we want to live in.</p>	<p>Staff and students have easy access to free drinkable water</p> <ul style="list-style-type: none"> <li>-Safely managed sanitation services</li> <li>-Hand-washing facility with soap and water dispensers in the College and campuses</li> </ul> <p>Separate toilets and washrooms for male and female</p>	<p>Health and Safety Policy</p> <p>Public Information Policy</p>
 <p><b>7 AFFORDABLE AND CLEAN ENERGY</b></p>	<p>Ensure access to affordable, reliable, sustainable and modern energy.</p> <p>Energy is central to nearly every major challenge and opportunity.</p>	<p>Motion sensor lights</p> <ul style="list-style-type: none"> <li>-Transition to renewables or hybrid energy source.</li> <li>-Turn off lights and appliances when you don't need them</li> <li>-Make OBC facilities/buildings energy efficient</li> </ul>	<p>IT Rules</p> <p>Email Account Usage Policy</p>
 <p><b>8 DECENT WORK AND ECONOMIC GROWTH</b></p>	<p>Promote inclusive and sustainable economic growth, employment and decent work for all.</p> <p>Sustainable economic growth will require societies to create the conditions that allow people to have quality jobs.</p>	<p>Zero tolerance for racism</p> <p>Dignity and respect at work for staff and students</p> <p>Equal opportunities</p> <p>Graduate employability</p> <p>Two week professional development training of students at the end of the study</p>	<p>Equal Opportunity Policy</p> <p>Anti bullying and Harassment Policy</p>

UN Goals	Brief Summary	OBC Actions	Evidence
 <p><b>9</b> INDUSTRY, INNOVATION AND INFRASTRUCTURE</p>	<p>Build resilient infrastructure, promote sustainable industrialization and foster innovation.</p> <p>Investments in infrastructure are crucial to achieving sustainable development</p>	<p>The Oxford Local Industrial Strategy drives Oxfordshire's ambition to become one of the top three global innovation ecosystems by 2040.</p> <p>Internship opportunities for students</p>	<p>Internship Policy</p>
 <p><b>10</b> REDUCED INEQUALITIES</p>	<p>Reduce inequality within and among countries.</p> <p>To reduce inequalities, policies should be universal in principle, paying attention to the needs of disadvantaged and marginalized populations.</p>	<p>Supporting migrants' rights in the UK</p> <p>Promoting diversity</p> <p>Opportunities for BAME</p> <p>Respect all religions and nationalities</p> <p>Plan to start free education in Pakistan by 2022</p> <p>10 full fee scholarships for students from developing countries</p>	<p>Class Representative Policy</p> <p>Modern Slavery Policy</p> <p>Equal Opportunity Policy</p>
 <p><b>11</b> SUSTAINABLE CITIES AND COMMUNITIES</p>	<p>Make cities inclusive, safe, resilient and sustainable.</p> <p>There needs to be a future in which cities provide opportunities for all, with access to basic services, energy, housing, transportation and more.</p> <p>Bike, walk or use public transport</p>	<p>Oxford and Cambridge could become the UK's first true cycling cities.</p> <p>Promote a car share scheme; many staff members share their cars with the staff.</p>	

UN Goals	Brief Summary	OBC Actions	Evidence
 <p><b>12 RESPONSIBLE CONSUMPTION AND PRODUCTION</b></p>	<p>Ensure sustainable consumption and production patterns.</p> <p>Recycle paper, glass, plastic, aluminum.</p>	<ul style="list-style-type: none"> <li>-Choose brands/partners that align with your sustainability aspirations</li> <li>-Avoid wasting food</li> <li>-Sustainable procurement and purchasing</li> </ul> <p>OBC promote charity and often encourage staff and student to give used stuff to charity (such as heart foundation) rather than to bin it.</p>	<p>OBC Charity</p>
 <p><b>13 CLIMATE ACTION</b></p>	<p>Take urgent action to combat climate change and its impacts.</p> <p>Climate change is a global challenge that affects everyone, everywhere.</p>	<p>Oxford City had achieved its target of 40% reduction in carbon emissions in 2020 on a 2005 baseline, and set the date for a Zero Carbon Oxford summit. OBC feels to some extent contributed in this ambition.</p>	<p>Energy from Green Energy Supplier</p>
 <p><b>14 LIFE BELOW WATER</b></p>	<p>Conserve and sustainably use the oceans, seas and marine resources</p> <p>Careful management of this essential global resource is a key feature of a sustainable future.</p>	<p>OBC has provided staff members free usable cups for tea and coffee.</p>	
 <p><b>15 LIFE ON LAND</b></p>	<p>Sustainably manage forests, combat desertification, halt and reverse land degradation, halt biodiversity loss</p> <p>Sustainably manage forests, combat desertification, halt and</p>	<p>Informally we encourage staff to maintain their garden if they have and also encourage to develop kitchen garden. One of the senior staff member's house name is "High Trees"</p>	

UN Goals	Brief Summary	OBC Actions	Evidence
	reverse land degradation, halt biodiversity loss		
 <p><b>16</b> PEACE, JUSTICE AND STRONG INSTITUTIONS</p>	<p>Promote just, peaceful and inclusive societies.</p> <p>Access to justice for all, and building effective, accountable institutions at all levels.</p>	<p>Conducive environment for all (Staff and student)</p>	<p>Equal Opportunity</p> <p>Anti Bullying and Harassment Policy</p>