

ITG ESG (Environmental, Social  
& Governance) Policy – V3  
April 2022

teamitg

## Introduction & Overview

ITG recognises that it has legal, financial, and moral responsibilities to manage the environmental, social and governance (ESG) impacts that arise from our business operations.

We understand that now, more than ever, in challenging times across the globe, we all have a responsibility to create a more sustainable and inclusive world, and ITG can contribute to this.

ITG recognises its key issues relate to the below:

- Act on climate change and limit impacts on the environment created by our day-to-day operations and investment in sustainability initiatives.
- Relentlessly invest in our people, creating an inclusive workplace for all and placing employee wellbeing at the forefront.
- Protecting and securing both our own and our clients' data.
- Managing and influencing ESG issues within our supply chain.
- Ensuring we give back to local communities that we operate within.

We align our ESG Policy to the UN SDGs (United Nations Sustainable Development Goals) – [Click here to find out more about the UN SDGs.](#)

## Acting on Climate Change, limiting impacts on the environment, and investing in sustainability initiatives



We understand climate change is real and is happening now, we recognise that we must act now, for the world of today and tomorrow.

We are ISO 14001 accredited (the international standard for environmental management).

We have set ourselves a target of becoming carbon neutral by the end of 2022. To achieve this, we will be looking at a number of initiatives such as the planting of 1 million trees, which not only offers a benefit of carbon sequestration, but also aligns to a number of the UN SDGs.

We have also implemented a number of sustainability initiatives and are investigating further initiatives. We believe in continuous improvement, and we have never done the minimum at ITG.

All details about our stance on the environment, including our ambitions and targets can be found within our Environmental Policy.

## Investing in our people, inclusivity, and wellbeing.



We understand we are nothing without our incredible team. The recruitment, retention and development of talented individuals is key to the ongoing success and growth of our business. Induction training provides new employees with health and safety awareness and familiarisation with our business. ITG also sponsors professional qualifications and provides tailored skills training to support employees in fulfilling their roles and their personal development.

ITG has implemented a number of initiatives to promote employee wellbeing and create a positive workplace culture which include, but are not limited to:

- Wellbeing Champions (a point of contact and support for employees).
- Mental Health First Aiders (We appreciate that mental health is just as important as physical health and have a number of Mental Health First Aiders to provide support to employees).
- 1-to-1 counselling with a psychologist.
- Wellbeing workshops.
- 24/7 EAP Service.
- Employee Wellbeing Day (one day's additional leave over annual leave, which can be taken with 24 hours' notice).
- Health plans to enable employees to claim back costs of routine medical treatments.

- Family Friendly Leave (covering leave for maternity, paternity, adoption, etc.).
- Enhanced sick pay.
- Free fruit and drink.
- Social events for our teams.
- Life assurance.
- Salary sacrifice schemes (electric/hybrid car purchases, Cycle-to-Work scheme).
- Employee ACEs (employee recognition scheme, where employees receive cash bonuses if selected as an ACE).
- Employee forums (HR, H&S, etc. providing an open channel of communication for employees).
- Employee mentor programme.
- Flexible working (allowing up to 40% of the working week to be worked from home).
- Diversity Champions.

ITG has implemented a range of supporting policies to ensure that our people are provided with a safe, secure, dignified, and inclusive working environment. These policies and statements include, but are not limited to:

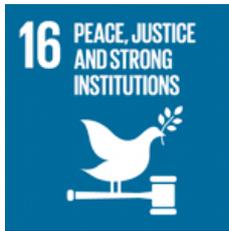
- Health & Safety Manual (incorporating the health and safety policy).
- DEI (Diversity, Equality and Inclusion) Policy.
- Dignity at Work Policy.
- Gender Pay-Gap Report.
- Modern-Day Slavery Statement.
- Grievance Policy.
- Family Friendly Policy.

We are proud to be a member of the leading LGBTQ+ charity Stonewall's Global Diversity Champions programme. Stonewall supports us with inclusive policies, and recruitment and selection processes.

Our ultimate goal is to become one of the UK's top 100 employers for LGBTQ+ people and, through our partnership with Stonewall, we absolutely believe we will achieve this.

Our full range of policies can be made available upon request.

## Securing our own and our clients' data



Our business fundamentally depends on building and maintaining the trust that our clients have in us, both in the integrity of our work and in the security of client information which we handle. Today, more than ever, information security is vital.

We are ISO 27001 accredited (the international standard for information security), and we employ a dedicated team to ensure information security is maintained to the highest level.

We have also developed a number of policies and procedures around information security. These policies include, but are not limited to:

- Privacy Policy
- Data Protection Policy.
- Anti-Bribery and Corruption Policy.
- Incident Response Plan.

## Managing and influencing ESG issues within our supply chain.



We understand that our supply chain and procurement processes can have significant negative impacts if not correctly and effectively managed.

All suppliers have to go through a set-up process that ensures that they align to, and meet, our requirements as detailed below:

- Due diligence screening through our Ethixbase Portal (checks for sanctions, etc.).
- Completion of supplier Health, Safety & CSR questionnaire (review their suitability based on responses).
- Signing our supplier code of conduct (details requirements for ethical working, etc.).
- Financial background (checks for CCJs, etc.).

Only once all of these steps have been completed will a supplier be approved.

Our Ethixbase portal also allows for continuous monitoring of all suppliers, so that we are consistently updated if any issues within our supply chain arise following approval.

We conduct monitoring on suppliers that provide physical works for us (installations, maintenance, etc.) to ensure that they work in a safe and methodical way.

We request all our suppliers implement a DRP (Disaster Recovery Plan).

All of ITG's key strategic suppliers that handle and manage data must be certified to ISO 27001.

## **Giving back to our local communities.**



We understand the importance of nurturing and investing in our local communities.

We offer all our employees one day's paid leave for volunteering purposes so that they are able to benefit local communities. With over 1000 employees that's over 8,000 hours of volunteering the business is capable of providing to local communities, and we actively promote our employees to make use of this entitlement and to share their volunteering activities for promotion and communication across the business.

Through our partnership with local schools and our School Academy, we aim to prepare students for life after lessons, giving them the opportunity to learn key skills such as how to conduct themselves in an interview setting.

From Summer 2021, we began offering a graduate programme in our London and Birmingham offices to provide students with a year-long placement to gain experience in their chosen fields by shadowing some of our incredible talent.

Our Enterprise scheme is our programme to help small and developing companies, often championing social good causes, to kick-start their own business journey. So far, we've invested over £500,000 and counting.

Every year we choose charities dear to our heart to support with our time, resources, and cash.

## Policy Development and Implementation

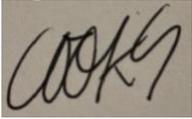
The development and implementation of this policy is the responsibility of the Health, Safety & CSR Manager.

## Communication

This policy is available on request and will also be made available on the company intranet site C:live.

## Review

This policy will be reviewed annually or when significant changes make a review necessary, whichever is sooner.

Signed	Date: 12/04/2022
	
<b>Carl Brooks</b> <b>ITG (Health, Safety &amp; CSR Manager)</b>	

## Version History

Document ref:	Version	Date	Release and change details	Author	Approver
CSR- 04	1	May 2018	First draft	Darren Lowe	Darren Lowe
CSR- 04	2	August 2019	Annual review	Darren Lowe	Darren Lowe
CSR- 04	3	April 2022	Annual review	Carl Brooks	Darren Lowe

teamitg

---