



The Typing Works Limited Social Responsibility Policy

Foreword

We often get asked by university procurement teams to outline our social and corporate responsibility policy as they like to see suppliers who put something back into society. Whilst we are always happy to do this and to be modest about what we do, sometimes we do feel that a company of our size (and other similar-minded companies) do a comparatively large amount in relation to multinational plc's.

The Typing Works Social Responsibility Policy has four categories, which are based on an academic theory known as '[Carroll's Pyramid](#)':

Carroll's Pyramid

Environmental: reducing pollution, increasing use of renewable energy, and offsetting any negative impacts.

Ethical: ensuring fair treatment for all parties including employees and clients. Examples would be the responsible sourcing of materials and creating an equitable work environment.

Philanthropic: donating a portion of earnings to charitable giving.

Economic: linking financial decisions to a company's commitment to do good things.

UN Global Compact

In addition to this, we abide by the ten principles of the [UN Global Compact](#), which are as follows:

Principle 1: We support and respect the protection of internationally proclaimed human rights;

Principle 2: We strive to make sure we are not complicit in human rights abuses.

Principle 3: We uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: We support the elimination of all forms of forced and compulsory labour;

Principle 5: We support the abolition of child labour; and

Principle 6: We strive towards the elimination of discrimination in respect of employment and occupation.

Principle 7: We support a precautionary approach to environmental challenges;
Principle 8: We undertake initiatives to promote greater environmental responsibility;
Principle 9: We encourage the development and diffusion of environmentally friendly technologies.

Principle 10: We work against corruption in all its forms, including extortion and bribery.

Philanthropic Principles

A cornerstone of our social responsibility is our philanthropy, we donate 10% of our profits to charity every year via the [Ten Percent Foundation](#), which is a registered charitable trust in the UK. Every year the trustees meet to decide which charities and organisations to donate money to in accordance with a set of criteria and this is following requests to our clients, our customers and our staff and transcribers as to who to donate to in accordance with our strict criteria.

Ethical Principles

We adhere to paying the real living wage. Our rates for our salaried staff are always above the real living wage and our rates for our contracted transcribers are also set to ensure that they are comparably above the living wage. We believe passionately in good staff conditions and so we afford all our employees and contractors flexible hours so that work does not get in the way of life and vice versa.

In our efforts to be ethically responsible, we try to source services and goods from ethical sources and shop locally wherever possible. Our IT consultants are based about 5 miles from our offices, we use a communication provider within 50 miles and we purchase our stationery from a local shop.

Economic Principles

Always difficult to achieve in practice, as we are here at the end of the day to generate turnover and make a profit. However we think about the effects of our work on society, we turn down clients if we don't like what they stand for and our decisions on hourly rates for clients and transcribers are based on our efforts to be as fair as possible to all.

Summary

The Typing Works Limited takes its role in society very seriously and is not just in existence to generate as much money as we can. We are passionate believers that business needs to be answerable to the community it serves as well as putting something back at all times as well as taking benefits.

If you would like a chat about our various corporate and social responsibilities, please get in touch with one of our directors as we would be delighted to have a conversation, particularly if you can suggest any ways of improving our policy and developing it further.

