



Environmental, Social and Governance Policy and Guidelines

Policy last updated: 22 May 2024

Date of next review: 22 May 2028

Policy Statement

An environmental, social and governance policy lays out a set of standards regarding how an organisation behaves in terms of sustainability and social conscience. It covers issues such as environmental impact, diversity and inclusion, and financial remuneration.

Jessie's Fund is committed to sustainable development (meeting the needs of the present without compromising the ability of future generations to meet their own needs) as a guiding principle within our work. Operating with a social conscience and a concern for the environment are integral and fundamental parts of this commitment. Our aim is to reduce the impact of our operations on the environment and on society, ensuring the highest ethical standards, and considering environmental sustainability and social responsibility in all that we do.

We will seek to drive compliance with the relevant laws and regulations and promote best practice in all operations and activities, considering environmental protection, public health and safety, human rights, anti-bribery and corruption, and labour and anti-slavery practices. We will also apply seek to ensure sustainable investments.

Policy Aims and Objectives

All Jessie's Fund employees (including freelancers) and volunteers have a responsibility to work towards meeting the aims and objectives of our policy. The policy will, necessarily, be implemented in different ways and to different degrees within the various activities which Jessie's Fund manages and within the varied settings in which we deliver our work. It is acknowledged that not all Jessie's Fund activities can follow all the aims described in this policy. However, we will strive to implement the policy aims to the fullest possible extent possible, and to regularly review our activities and implement improvements wherever we can.

To develop our policy, we will endeavour to:

- Comply with all relevant regulatory requirements
- Continually monitor and improve environmental performance
- Promote responsibility for the environment within the organisation and communicate and implement this policy at all levels within the organisation

- Reduce the use of energy, water and other resources
- Minimise waste reduction, and re-use and recycle where possible
- Ensure that our policies and services are developed in a way that is complementary to this policy
- Identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives
- Engage with partners who share our ESG objectives
- Provide appropriate resources to meet the commitments of this policy
- Promote and encourage involvement in relevant environmental and social initiatives/schemes.

UN Sustainable Development Goals

In developing our policy, we have drawn inspiration from the UN Sustainable Development Goals - a call for action to promote prosperity while protecting the planet. The Goals recognize that ending poverty must go hand-in-hand with strategies that build economic growth and address a range of social needs including education, health, social protection, and job opportunities, while tackling climate change and environmental protection.

In particular, Jessie's Fund contributes towards the following UN Sustainable Development Goals:

- Goal 3 – Good health and well-being: ensure healthy lives and promote well-being for all at all ages
- Goal 4 – Quality education: ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.
 - Specifically target 4.5: by 2030 ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities.

Jessie's Fund aims to support the following Goals through the steps outlined in this policy and related documents:

- Goal 8 – Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
- Goal 10 – Reduce inequalities within and between countries
- Goal 12 – Ensure sustainable consumption and production patterns.

Environment

Jessie's Fund recognises that all organisations, regardless of size, have an impact on the environment and that it is everyone's collective responsibility to care for the environment for now and for future generations. Jessie's Fund is committed to looking carefully at its activities and ways of working, in order to seek, where possible, to reduce the environmental impact of our activities and promote the protection and enhancement of the environment. The Jessie's Fund Recycling and Environmental Guidelines document highlights cost saving ideas to help the charity run as cost effectively as possible, as well as identifying more efficient environmentally friendly ways of working.

Key points:

- All Jessie's Fund staff, trustees and volunteers are responsible for implementing this policy on a daily basis. A requirement to read the policy will form part of the induction process for new staff, volunteers and trustees.
- The purchasing of suitable supplies is the responsibility of the Executive Director and the Administrator.
- Jessie's Fund will comply with all relevant environmental legislations and regulations, and where practicable exceed their expectations.
- Jessie's Fund's staff, trustees and volunteers will adhere to the recycling guidelines issued by York CVS (our landlord).

Related documents:

- York CVS waste and recycling guidelines
- Jessie's Fund recycling and environmental guidelines

The Jessie's Fund Board of Trustees will review this policy every four years and will endeavour to adapt to changes and advances in the understanding of our environment and how the environment can be protected.

Social

Social sustainability for Jessie's Fund means actively considering how our key stakeholders are impacted by our charitable activities. We aim to consider the interests of all our beneficiaries, staff, volunteers, supporters and the local economy. We strive to always make a positive contribution, both internally and externally, creating opportunities in the areas we operate and serve.

Communities, and our people:

- We strive to offer our staff an equal opportunity workplace and an environment where, by investing in professional development, all talent is given the chance to grow in the organisation. Through regular review procedures, open dialogue, and fair remuneration our staff will know they are valued. Supporting our staff and encouraging their development will help in staff retention, a key factor in ensuring continuity in the delivery of our services to the highest standard
- We will involve our staff in decisions on social policies
- We will consider the possibilities of contributing positive impact to the local community and participating in community or social development programs
- We will identify the potential risks and impact of our investment choices on all levels of society, stakeholders and staff and take appropriate mitigating and management measures before making an investment. In measuring that impact we will consider societal living conditions, labour policies and regulations, supply chain practice involving the use of labour and the effects on the local community, health and safety working conditions and human rights

- We aim to ensure ethical investment across the organisation. We will review the provenance of donations to ensure that they meet with our commitments. We will exercise due diligence before applying to trusts and foundations.

Related documents:

- Competency and values framework
- Equality and Diversity policy

Governance and transparency

Jessie's Fund acknowledges that strong governance is critical to protecting our beneficiaries, supporters, employees and reputation. We achieve this through thorough and transparent governance of financials and data. Jessie's Fund ensures that all of its activities operate under a robust framework of policies and procedures. We are committed to ensuring rigorous governance in order to continue to operate successfully in the long-term.

Governance Processes

Our financial governance principles and goals include the following:

- All employees and trustees are expected to comply with the code of conduct, financial regulations and scheme of delegation
- We constantly review our activities to promote data security across the organisation
- We will comply with, at a minimum, and promote the use of, the UK Charity Governance Code
- We will apply high standards of ethics, integrity and honesty to the organisation and to ensure that no corruption, money laundering or internal misconduct activities are taking place in the organisation
- We will deal with relevant stakeholders, such as the regulators and auditors, in an open and co-operative manner
- We will clearly define the roles and responsibilities of the trustees and the management structure
- Jessie's Fund will ensure that its staffing structure is fit for purpose to best service its beneficiaries.

Related documents:

- Financial procedures review
- Code of conduct
- Scheme of delegation
- Anti-bribery and corruption policy
- Conflict of interests policy
- Investment policy