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# Corporate Social Responsibility (CSR) Policy

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## About The English Language Centre

The English Language Centre (ELC) is a not-for-profit educational charity established for the advancement of public education. It has a strong commitment to excellence in English language teaching and service to our students delivered in a friendly, caring and professional environment. ELC owns and operates 2 schools – in Brighton and Eastbourne.

In any one year ELC hosts around 3000 students from more than 60 different countries at its 2 centres. It offers a wide range of courses including exam preparation, general English, 50+, courses for overseas teachers of English and courses for business professionals. ELC is a multicultural and international community.

## CSR statement

ELC aims to be a socially responsible organisation in its operations and activities. We are committed to acting with integrity, behaving ethically, safeguarding the environment and building positive links with the local community. We view CSR as a continuous process that involves understanding and evaluating the nature of our impact in the following areas:

- education
- our customers and suppliers
- workplace (our staff)
- environmental sustainability
- community
- charity

## Education

- ELC is established for the advancement of public education and in particular to promote the study, practice, knowledge and appreciation of the English language, to institute and organise charitable schools for teaching the English language to foreigners in the United Kingdom and to provide training in the teaching of ESL.
- ELC is a multicultural and international community that actively promotes inter-cultural understanding and encourages an appreciation of the different ways we all live, think and learn.
- We will endeavour to educate students about acceptance and tolerance of a range of views, that people think differently and believe different things, all of which are acceptable as long as these views and beliefs are reasonable and do not extend to hurting or denigrating those with different beliefs.

## Marketplace (clients and suppliers)

- We will comply with all relevant statutory regulations
- We will act with integrity and behave ethically
- We will provide clients with a quality service
- We will build relationships with our clients and suppliers based on mutual trust
- We will regularly survey customer satisfaction and report on the results.

## Workplace

- We will comply with Health & Safety regulations to provide a safe work and study environment



- We will provide induction to all staff
- We will treat all staff fairly and promote good working practices
- We will provide opportunities for all staff to have ongoing professional development

### **Environmental sustainability**

- We will monitor our energy and water usage with the aim of reducing our carbon footprint
  - Water conservation
    - new toilets are fitted with double flushes; new taps are fitted with sensors or timers
  - Energy conservation
    - where possible double-glazing has been installed
    - staff are encouraged to close windows/doors and turn off lights when they leave a room
    - we are converting all lighting to more energy efficient forms and using motion sensors wherever practicable
  - Paper conservation
    - staff are encouraged to minimise photocopying, use double-sided copies and recycle paper wherever possible
    - we are reviewing our record keeping to reduce paper files
- We will encourage recycling wherever possible
  - designated recycling bins have been introduced throughout the school, waste is sorted and collected by SITA; glass is taken to the bottle bank
  - all waste paper is recycled or re-used as scrap paper
- We provide secure parking for bikes to encourage staff and students to cycle to school

### **Community**

- We endeavour to interact positively and proactively with our community
- We aim to support local businesses and suppliers
- We open our historic building in Brighton to the public once a month and every weekend throughout the Brighton festival in May
- We offer our facilities to local societies at reduced rates (Forum Society, Camera Club, National Childbirth Trust)

### **Charity**

- As an educational charity we offer grants, donations and scholarships in furtherance of our charitable objects. This includes
  - donations to Migrant English Project in Brighton and English in The Community to support ESOL lessons to migrants
  - donations to Amis de Heart children's home in Malindi, Kenya to support children's English language medium education
  - donations to Zanzibar HELP Foundation and a scholarship for 1 teacher to attend teachers' courses at ELC with the aim of trickling down skills learned on return
  - the ELC Eastbourne Graham Smith IATEFL scholarship and ELC Brighton Robert O'Neill IATEFL Scholarship to enable teachers from other countries to attend the annual IATEFL Conference. In 2019 4 teachers will be supported.
  - 'topping up' funds collected by staff and/or students for other charitable events eg Red Nose day, ELC Eastbourne's annual chosen charity (UNICEF in 2019)

Phil Hopkins, Chief Executive, January 2019.