






SOUTH WESTERN TECHNOLOGIES & OILFIELD SERVICES LIMITED

CORPORATE SOCIAL RESPONSIBILITY COMPANY POLICY/PLAN



1.1 REVISION STATUS

					
1	10/09/2022	Issued for implementation	EDEGBO FRANCIS QUALITY CONSULTANT	EMMANUEL JUMBO QHSE MANAGER	CHRIS IDISI MD
0	05/09/2022	Issued for review	EDEGBO FRANCIS QUALITY CONSULTANT	EMMANUEL JUMBO QHSE MANAGER	CHRIS IDISI MD
Rev	Date	DESCRIPTION	PREPARED BY	REVIEWED BY	APPROVED BY
SOUTH WESTERN TECHNOLOGIES & OILFIELD SERVICES LIMITED					



1.2 REVISION HISTORY

S/N	DESCRIPTION OF CHANGE	PAGE



1.3 TABLE OF CONTENT

1.1	REVISION STATUS	2
1.2	REVISION HISTORY	3
1.3	TABLE OF CONTENT	4
1.0	INTRODUCTION	5
2.0	PURPOSE	5
3.0	SCOPE	5
4.0	REFERENCES	6
5.0	TERMS AND DEFINITIONS	6
6.0	RESPONSIBILITIES	7
6.1	QHSE MANAGER	7
6.2	DOCUMENT CONTROLLER	7
7.0	PROCEDURE	8
7.1	Control of Document	8
7.2	Document preparation	8
7.3	Document reviewing and approval	8
7.4	Registration of documents	9
7.4.1	PROCESS OBJECTIVES	9
7.4.2	CORPORATE POLICIES AND OBJECTIVES	9
7.4.3	REGISTER/LOGS	9
7.4.4	PROCEDURES/MANUALS	10
7.4.5	FORMS	10
7.4.6	WORK INSTRUCTIONS	10
7.4.7	JOB DESCRIPTIONS	11
7.5	Document change	11
7.5.1	Amendment	11
7.5.2	Revision control	11
7.5.3	Revision Status	12
7.6	Distribution of documents	12
7.7	Control of Document of External Origin	12
7.8	Document filing system	12
7.9	Obsolete document	13
7.10	Electronic/Data Control	13
7.11	Archiving and Retrieval	13
7.12	Margins	13
7.13	Font	14
7.14	Tagging	14



1.0 INTRODUCTION

This Corporate Social Responsibility company policy template is ready to be tailored to your company's needs and should be considered a starting point for setting up your social responsibility employment policies.

2.0 PURPOSE

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility toward our environment. Our company's existence is not lonely. It's part of a bigger system of people, values, other organizations, and nature. The social responsibility of a business is to give back to the world just as it gives to us.

What is corporate social responsibility?

Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us

3.0 SCOPE

This policy applies to our company and its subsidiaries. It may also refer to suppliers and partners

4.0 REFERENCES

Reference	Document description
ISO 9001:2015	Quality management system
SWT-QM-01	Quality Manual
SWT-QA-PROC-04	Document numbering procedure
SWT-QA-PROC-03	Record Control Procedure
SWT-QA-PROC-10	Change management procedure
SWT-QA-PROC-11	Information security and integrity procedure
SWT-HR-PROC-04	Responsibility and authority of personnel procedure

5.0 TERMS AND DEFINITIONS

Terms	Definition
SWT	SOUTH WESTERN TECHNOLOGIES & OILFIELD
QMS	Quality Management Systems
MD	Managing Director
Mgr	Manager
QHSE	Quality, health, safety & environment.
QA	Quality assurance
QC	Quality control
PROC	Procedure
MR	Management Representative
EXTERNAL DOCUMENTS	All documents of external origin that are coming into SOUTH WESTERN e.g. Suppliers data books, drawing, operations, and maintenance manual etc.



OUTGOING DOCUMENTS	All documents of internal origin being sent out of the company e.g. request for proposal, purchase orders etc.
ISO	International organization for standardization
QM	Quality Manual
DCC	Document controller
QHSE	Quality, health, safety, and environment
MGR	Manager
ASST	Assistant
REV. NO	Revision number
QA/QC	Quality assurance and quality control



6.0 Policy elements

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls under two categories: compliance and proactiveness. Compliance refers to our company's commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

Compliance

Legality:

Our company will:

- Respect the law
- Honor its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent

Business ethics:

We'll always conduct business with integrity and respect to human rights. We'll promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices

7.0 Examples of Corporate Social Responsibility

Protecting the environment

Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices when disposing garbage and using chemical substances. Stewardship will also play an important role.

Protecting people

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

Human rights

Our company is dedicated to protecting human rights. We are a committed equal opportunity employer and will abide by all fair labor practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g., forced labor).



Proactiveness

Donations and aid

Our company may preserve a budget to make monetary donations. These donations will aim to:

- Advance the arts, education, and community events.
- Alleviate those in need.

Volunteering

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events from other organizations.

Preserving the environment

Apart from legal obligations, our company will proactively protect the environment.

Examples of relevant activities include:

- Recycling
- Conserving energy
- Organizing reforestation excursions
- Using environmentally friendly technologies

Supporting the community

Our company may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to nonprofit organizations or movements to promote cultural and economic development of global and local communities.

Learning

We will actively invest in R&D. We will be open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates.

Our company is committed to the United Nations Global Compact. We'll readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues