

# Ethical & Environmental Policy

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Castlegate IT is determined to be a responsible member of the York business community. We must recognise and take responsibility for our behaviour as a corporate entity in the same way as we must individually as human beings.

When working in the digital world it's easy to forget that all our business activities have an impact on the real physical world. This policy sets ethical guidelines for how Castlegate IT shall operate above and beyond meeting our legal obligations and the contractual obligations set out in our terms and conditions.

## 1. Commercial and professional behaviour

Castlegate IT prides itself on honesty and integrity in all our dealings with our clients. We treat clients, former and potential clients, and competitors with respect. We will work with competitors to the benefit of clients and will never attempt to impose punitive charges. We will not discuss confidential or sensitive information with other clients or competitors.

## 2. Clients

Castlegate IT will not provide services that facilitate, support or promote the following activities:

- Trading in armaments
- Gambling, including speculative trading in commodities or derived financial products
- Animal cruelty including nonmedical research or experimentation
- Bloodsports including hunting and fishing
- Destruction of habitat (ecocide)
- Fossil fuel exploration or extraction

We will not host or support websites that advocate discrimination on the basis of race, gender, sexuality or ethnicity.

## 3. Energy consumption

The principle impact of our business activities is through energy consumption – both in the running and the manufacture of computer equipment and servers.



We will minimise our office energy consumption as far as possible. As we do not own our own offices, our ability to control this is limited, but as far as possible we will abide by the following measures:

- All office equipment shall be fully switched off outside of working hours unless in use (e.g. servers, alarm systems)
- Office lighting will use low-energy LED or CFT bulbs where possible
- We will use natural ventilation in preference to mechanical ventilation or air conditioning

## 4. Travel

We will minimise our vehicle use as a company, using cycle couriers where possible. No employee will be expected to own a car.

Employees will be encouraged to cycle to work, walk or use public transport; secure covered cycle parking shall be provided for employees.

## 5. Procurement

### 5.1 Software

Castlegate IT are keen supporters of the open-source movement. Employees are encouraged to use appropriate open-source software in business activities and participate in its development. As a company we may make donations on an ongoing basis to open-source software that we have found useful (see 'community fund').

### 5.2 Assets, equipment and consumables

Castlegate IT prints on recycled paper and provides office recycling facilities for all materials that may be collected in our area. We will require FSC certification in any printed materials we commission.

Printer toner cartridges shall be returned to the manufacturer, and retired PCs will be offered for refurbishment or rebuild (with their hard drives removed and, if necessary, destroyed). All electrical waste will be disposed of to appropriate WEEE facilities.

When buying food and drink products we will favour Fairtrade produce or local produce where possible, and favour products and suppliers that can operate in an environmentally and socially responsible manner.

## 6. Employee relations and discrimination

Castlegate IT values our employees highly and strives to foster a supportive work environment characterised by mutual respect, teamwork and pride in our work. We encourage our employees



to develop and learn new skills, and provide opportunities for employees to do so within their work hours when our workload allows.

We will always do our best to support employees undergoing personal or medical difficulties, and offering flexible and remote working as far as possible. We will always offer to negotiate changes in contract when an employee's personal circumstances change.

We will not discriminate on basis of gender, sexuality, religion, race or age in determining remuneration or any other aspect of a contract of employment. We aspire to have a gender-balanced workforce. We will be prepared to take positive action (as defined in the Equality Act 2010) to achieve a balanced workforce. We may encourage applications from under-represented groups and use such characteristics as a deciding factor between equally suitable applicants to achieve this.

## 7. Responsible disclosure policy

We will not take legal action against anyone who may highlight any vulnerability in our code or systems, provided this is done in good faith and that a period of no less than a week is permitted before such vulnerabilities are made public. Any security vulnerabilities identified by Castlegate IT staff in the course of their work will be subject to the same principles.

## 8. Pay

Economic inequality is a corrosive force in wider society and fosters division within a company. We will never pay an employee less than the Living Wage (as set by the Living Wage Foundation). Even though this is unlikely to become an issue in the near future, Castlegate IT will never exceed a pay ratio of 20:1 between the hourly rate of the highest and lowest paid employees.

We will not use unpaid interns, though work experience may be offered for a pre-agreed period. We will only use zero-hour contracts if the employee has declined the offer of a fixed-hour contract or has specifically requested one.

## 9. Community fund

We will from time to time make donations to causes we would wish to support, which may include open-source software development, charities or other non-profit organisations. Proposals for the community fund may be made by any employee and may be voted for by all employees through our company Wiki. Donations will be declared at each quarterly Directors Meeting according to a priority determined by votes cast.



## 10. Future development of this policy

We will continually look for ways in which we can increase the positive social impact and reduce the environmental impact of our business. As such, this policy is an ongoing project that will continually be under review. We are privileged to work in a young and growing industry which is fast evolving and challenging. We aim to embody the values we would like to see embraced by our industry and others.

**Jim Semlyen, Richard Lane and Andy Reading**  
**Directors, Castlegate IT**

*v1 - Working draft for discussion- 10th March 2015*

*v1.1 - Pre approval working draft - 3rd September 2015*

*v1.2 - First adopted version as approved by directors, 7th September 2015*

*v1.3 - Ongoing draft for future adoption*

