



# Statement of Corporate Social Responsibility

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## Statement of Corporate Social Responsibility (CSR)

### 1. Introduction

1.1 Libraries NI is committed to being a responsible organisation which has a positive impact on the world around us. This is implicit in our approach to all that we do, in the services that we provide and in the Libraries NI Vision, Mission and Values.

#### 1.2 *Vision*

Libraries NI has the vision of being a flexible and responsive public library service which provides a dynamic focal point in the community and assists people to fulfill their potential.

#### 1.3 *Mission*

To enrich and enhance the lives of individuals and communities through providing and promoting a range of high quality library and information services.

#### 1.4 *Values*

Everything that we do is guided by our five values:

- Customers come first
- Nurturing staff
- Innovating and Improving
- Decisiveness
- Accountability.

### 2. Specific Commitments

2.1 Libraries NI will operate in an ethical, open and transparent manner in line with the requirements of good governance.

2.2 Libraries NI will work to minimise the negative impact it has on the environment and to promote good practice in environmental matters.

2.3 Libraries NI will support positive health and wellbeing for its staff and customers.

2.4 Libraries NI will help build stronger communities.

2.5 Libraries NI will value its staff through the development and implementation of appropriate HR policies and the provision of staff development opportunities.

2.6 Libraries NI will be aware of and promote equality and diversity in all of its activities.

### **3. Evidence Supporting Commitments**

#### **3.1 Ethical, Open and Transparent**

- Code of Conduct
- Board Operating Framework
- Management Statement/Financial Memorandum
- Declarations of Interest
- Gifts and hospitality guidance
- Publication Scheme
- Public procurement process
- Social clause in procurements
- 10 and 30 day prompt payment targets

#### **3.2 Environmental Commitment**

- Environmental Policy
- Annual Sustainability Report
- Carbon output (fossil fuels) monitoring scheme
- Vehicle procurement to latest Euro5 emissions standard
- Responsible disposal of electrical equipment guidelines
- Travel Scheme
- Provision of communication systems to minimize staff travel
- Smoke free Workplace Policy
- Energy Certificates displayed in Libraries
- Provision of efficient ICT systems to minimize use of computer consumables
- Provision of environmental information to library users

#### **3.3 Health and Wellbeing**

- Health and Safety Policy
- Risk Assessment Policy
- Safeguarding Policy
- Carecall Services
- Family friendly working
- Health in Mind initiative which provides reading, learning and information services for customers that promote positive mental health
- Other health information and health literacy provision for customers
- Promoting local access to health and wellbeing services through the room hire policy.

#### **3.4 Stronger Communities**

- The provision of library services designed to help individuals and communities to fulfil their potential

- Provision of IT services including high speed internet access and WiFi for Library users that are free at the point of use
- Making information about volunteering available to staff and customers
- Give as you earn scheme
- Volunteer Policy
- Partnership with Macmillan Cancer Care
- Nominated Charity
- Partnership Policy
- Room Hire Policy

### 3.5 Staff

- Equal Opportunities Policy
- Flexible Retirement Policy
- Harassment Policy
- Carecall Scheme
- Career Break Scheme

### 3.6 Equality and Diversity

- Equality Scheme
- Screening of Policies
- Equality Impact Assessments
- Annual Equality Report
- Access to information in alternative formats
- Access to services for all