



**CIMSPA**

Standards  
Professionalism  
Advocacy

# CIMSPA Corporate Social Responsibility Policy

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# CIMSPA Corporate Social Responsibility Policy

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# Introduction

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) is the professional development body for the UK's sport and physical activity workforce. CIMSPA's role is to support, develop and enable all CIMSPA members and partners to succeed in the sport and physical activity sector, ensuring that members receive excellent education and training to facilitate a fulfilling career in the sector. As the champions of professionalism and integrity, CIMSPA aims to provide high-quality standards in all its activities and services.

## Scope

This policy applies to CIMSPA's employees, contractors, and volunteers who in the context of this policy are referred to as CIMSPA's people.

## Purpose

This policy aims to set out an outline of CIMSPA's social responsibility towards the environment, the Corporate Social Responsibility (CSR) policy sets out for CIMSPA's people to be socially accountable for themselves and to uphold long term environmental sustainability.

CIMSPA are aware they have an economic, environmental, and social impact and believe it is all our responsibilities by our actions to positively effect society whilst improving the quality of life for the CIMSPA team.

CIMSPA is committed to shaping a recognised and respected sport and physical activity sector that everyone wants to be part of, which means we need to make the best use of our funding, seeking out higher quality, safer and cost-effective sustainable ways of working whilst upholding the sector standard. We are a modern, progressive organisation who are always looking towards the future and at the impact we can have on wider organisations, industries, and communities.

## Policy

### Environmental

We understand the day-to-day running of the organisation has an impact on the environment, as an organisation we recognise the need to protect our environment and reduce our carbon footprint and carbon emissions and reduce costs. We want to be seen as leading the sector in protecting our environment.

#### **To positively impact the environment CIMSPA will:**

- Follow Sports Parks recycling practices
- Follow local council recycling practices if home based
- Make a conscious effort to use reusable products provided by CIMSPA
- Keep waste to a minimum
- Conserve energy
- Eliminate the need for extra office space
- Reduce vehicle travel for work
- Place CIMSPA's people on free range work contracts where possible

- Use environmentally friendly technology
- Conduct virtual meetings where possible
- Paperless systems deployed where appropriate

## **CIMSPA People**

CIMSPA's people are our most valuable resource and are part of shaping the way for our recognised and regulated sector. We recruit high performing individuals on their behaviours who work collaboratively to be responsible for delivering our missions.

CIMSPA's culture is you grow as we grow. We are committed to retaining and developing our staff, we will develop the skills, knowledge and behaviours that staff need to be high performing members of CIMSPA and to prepare them for future roles. Each employee has the opportunity to agree a Personal Development Plan (PDP) with their line manager which is reviewed every 6 months. PDPs will map out a clear route of progression for CIMSPA staff, CIMSPA will provide training in line with PDPs.

ALL CIMSPA staff will have regular communication and updates on our Objectives and Key Results (OKR). Line managers will conduct quarterly reviews with their team on their staff's key results which builds the full strategic vision for the organisation which is grown by CIMSPA's people.

We welcome equality, diversity and inclusion and believe equal opportunities will create a workforce of people who can better interact with a diverse customer base.

## **Responsibilities**

### **The Designated Health and Safety Competent Person**

- To carry out risk assessments
- To provide and maintain a safe and healthy working environment
- Create safe systems of working for all working from home practices
- To provide information, instruction, training and supervision to enable employees to perform their work safely
- To promote a positive health and safety culture within the organisation

### **Line Manager**

- Update any WFH/DSE changes in staff monthly 121
- Conduct monthly 121s with your staff and document on Breathehr
- Schedule face to face team meeting every 6 to 8 weeks at the CIMSPA Hub
- Conduct individual PDP's with your team members every 6 months

## **CIMSPA People**

- Should not put their health and safety at risk
- Review and update personal details when information changes
- Review and update DSE form when information changes
- Review and update WFH form when information changes
- Take responsibility on when face to face meetings should be arranged
- Attend team meetings every 6 to 8 weeks at the CIMSPA Hub

## **Health, Safety and Wellbeing**

Our highest priority is our employees' health and wellbeing, protecting our staff will generate a greater output of effective work for the organisation and the sector. Wellbeing refers to a complete physical, mental and social state within an individual.

Health and safety policy's, introducing unlimited holiday, me time and the right to request flexible working are all in place to maintain CIMSPA's people wellbeing. CIMSPA respect the need for employees to balance their work and home life.

CIMSPA have a social responsibility to keep CIMSPA's people safe. By implementing health and safety policy's and risk assessments. CIMSPA are therefore, reducing the risk of:

- Travel related accident or incident
- Workplace accident or incident
- Working from home accident or incident
- Lone working
- Working off site
- Stress and mental health symptoms/problems

Health and Safety policies are reviewed annually or in line with changes to ensure the highest standard of safety and continual improvement for CIMSPA's people. We ask that staff maintain up to date health and safety training to protect themselves and others.

## **Meetings**

To actively reduce our contribution to carbon emissions and to maintain a safe and healthy workforce we need to consider when a meeting needs to be conducted in person or virtually.

### **When you should consider attending a physical face to face meeting:**

- You haven't met the stakeholder before
- Interviews
- Induction process for new starters

- Internal audits
- External audits
- Confidential meeting
- Investigation meeting
- Disciplinary meeting
- Probation review
- 6/8 week CIMSPA team meeting
- Performance Excellence Meetings

**Reconsider attending a physical face to face meeting when:**

- A meeting location is over 50 miles away from the CIMSPA Hub.
- A meeting is scheduled in for under 1 hour and is 30 miles away from CIMSPA persons home address.
- When it puts your health and safety at risk
- When it puts your physical and mental wellbeing at risk

**Social**

It's our social responsibility to look after CIMSPA people and work in partnership with stakeholders to deliver the CIMSPA mission which provides value for the sector and contributes positively to society, it's people and their surrounding communities.

CIMSPA's mission will create a positive social impact on society looking at meeting the needs of the sector.

Through our work we will:

- Allow individuals to realise their potential by having a clear route into and through our sector.
- Provide employers with the best people.
- Ensure the availability of quality and relevant learning and development opportunities.
- Be the lead organisation on sport and physical activity workforce policy.
- Give the public increased confidence in the sector.

**Charities/Community Investment**

A long-term ambition is for CIMSPA to fund initiatives, people and companies to deliver CIMSPAs charitable objectives. CIMSPA look at giving back to society, the economy and the environment replacing what we take out.

# Review

This policy will be reviewed in August 2025, unless changes in policy, governance or other circumstances require a review prior to this date.

**If you have any further questions regarding this policy, please do not hesitate to contact People and Culture for advice.**