

CAA – Policies

Data confidentiality

Cath Allen Associates is registered under the Data Protection Act and all personal data is processed in accordance with the requirements of the Act.

All electronic data is backed up on a separate drive and securely stored.

Cath Allen Associates undertakes to respect the confidentiality of the materials viewed during the course of any project and report contents at all times.

Bi-lingual working

Cath Allen Associates can deliver services in both English and Welsh. This includes individual sessions and workshops where relevant and preferred.

Health & Safety

As an organisation with less than five or more employees, Cath Allen Associates is not legally bound to have a written health and safety policy and risk assessment as guided by the Health and Safety Executive.

Equal Opportunities

Cath Allen Associates is committed to promoting equal opportunities for all, irrespective of colour, race, religion, gender, sexuality, disability or age. The company aims to create and sustain an inclusive work environment and are mindful that as a small company we expect and encourage suppliers to adhere to equal opportunities policies. The company is committed to providing a first class service through honesty, integrity and respect for the client, the end user and suppliers.

Environmental Sustainability

Cath Allen Associates considers the environmental impact of its products (such as packaging, printed materials etc.), that includes use, transportation and disposal. We are committed to help reduce the detrimental environmental, social and economic impact of products. CAA considers:

- Reducing the amount of materials required
- Using paper and materials made with recycled, post-consumer waste where possible
- If the product can fulfill more than one purpose
- If the end product is biodegradable or recyclable
- If the product can be replaced by a digital, rather than printed, format