

CSR & ESG ASSESSMENT REPORT

DATE: 11/05/2026

CSR Complete Level 1

Organisation: Graphinixx

Overall Position: Foundational Practice

CSR COMPLETE ACCREDITED, LEVEL 1
Full CSR and ESG Assessment Report

Report Date: 11 May 2026

Organisation: Graphinixx

Website: <https://www.graphinixx.com>

CSR Diary: Yes

Accreditation Level: CSR Complete Level 1

Overall Position: Foundational Practice

Assessment Date: 11 May 2026

Issued By: CSR Complete

Section 1: Executive Summary

Graphinixx has been assessed by CSR Complete and awarded accreditation at Level 1, reflecting a position of Foundational Practice across the three core dimensions of environmental responsibility, social responsibility, and governance. This is the entry level of the CSR Complete framework and represents a meaningful, evidenced starting point for a business that is actively engaging with its corporate responsibilities rather than simply acknowledging them in principle.

For a procurement reviewer, a Level 1 accreditation from CSR Complete carries a specific and important meaning. It confirms that the organisation has submitted to a structured, independent assessment process; that real documentary evidence has been examined; and that the business can demonstrate defined, operational behaviours across all three ESG dimensions. It is not a ceremonial or self-declared position. It reflects what the organisation is actually doing at the time of assessment, not what it aspires to do in future.

The central finding of this assessment is that Graphinixx has established a credible and coherent CSR foundation appropriate to its size and operational profile. The organisation has in place a suite of relevant policies, operates a verified CSR diary that records live activity, and demonstrates genuine engagement with environmental awareness, workforce wellbeing, and community contribution. There is no evidence of greenwashing, superficial compliance, or policy without practice. Equally, it is the role of this report to note that, as a Level 1 organisation, Graphinixx is in the early stages of what may become a more developed ESG programme, and a number of areas identified within this assessment would benefit from greater formalisation, measurement, and strategic depth as the business grows.

Taken as a whole, Graphinixx presents as a responsible, credible, and transparent supplier whose CSR and ESG position is proportionate to its scale and entirely suitable for inclusion in public sector supply chains, local authority procurement frameworks, and commercial partnership assessments at this level.

Section 2: About the Organisation

Graphinixx is a creative design and print business operating within the visual communications sector. The business provides a range of graphic design, print production, and branded merchandise services to a client base that includes commercial organisations, community groups, and public sector bodies. Its work spans digital design, large-format print, promotional materials, and associated creative services, placing it within a sector that carries notable environmental considerations, particularly in relation to print media, consumable materials, ink and chemical usage, and waste management.

The organisation is a small business, with a compact workforce operating across a relatively contained physical footprint. This operational scale is relevant to any CSR and ESG assessment because it shapes both the nature of the impacts the business generates and the manner in which its responsibilities can reasonably be managed and demonstrated. Small creative and print businesses operate very differently from large manufacturing concerns or corporate service providers, and the CSR Complete framework is applied accordingly, assessing proportionality and genuine engagement rather than expecting the reporting infrastructure of a significantly larger enterprise.

From an ESG assessment perspective, the most material environmental considerations for Graphinixx relate to its use of print consumables, its management of waste streams arising from production activity, its energy consumption within its working premises, and its procurement choices when sourcing materials and substrates. On the social side, as a small employer, the quality of its internal culture, the treatment of its people, and its visible community engagement carry significant weight. Governance, at this scale, is assessed not through the lens of complex board structures but through the presence of clear responsibility, documented commitment, and evidence of follow-through.

Graphinixx operates from within a local business context and, based on the evidence submitted, maintains an active interest in contributing positively to the communities it serves. This orientation towards local engagement and accessible design services for a mixed client base is consistent with the social responsibility profile observed throughout this assessment.

Section 3: Accreditation Position and Assessment Methodology

The CSR Complete framework is an independent accreditation programme designed to assess and verify the corporate social responsibility and ESG position of organisations across a structured, evidence-based methodology. The framework is structured across three progressive levels: Level 1, Foundational Practice; Level 2, Developing Practice; and Level 3, Embedded Practice. Each level reflects not simply the ambition of an organisation but the verifiable, operational reality of its CSR activity at the point of assessment.

Assessment at any level requires organisations to submit a body of evidence that may include written policies, procedural documentation, staff-facing communications, supplier governance records, community engagement evidence, and a live CSR diary maintained over a qualifying period. All submitted evidence is reviewed by an accreditation analyst, and the award of a level is determined by the weight, consistency, and credibility of that evidence across all three ESG dimensions. Self-certification is not accepted. Claims made without supporting evidence are not credited.

Level 1, Foundational Practice, is awarded to organisations that can demonstrate the presence of relevant policies

addressing environmental, social, and governance responsibilities; evidence of operational behaviour consistent with those policies; and a pattern of CSR activity that is real, current, and verifiable. It is not a lesser or introductory recognition in a dismissive sense. It is an honest reflection of where an organisation sits at the time of assessment and provides a reliable, externally verified baseline for procurement due diligence.

Graphinixx was assessed against the full Level 1 criteria across all three dimensions. The assessment drew on the organisation's submitted policy documentation, the accreditation report prepared for this submission, and the CSR diary maintained by the business and submitted as part of the evidence bundle. Where evidence was present, it has been credited. Where gaps were identified, they are noted within the relevant sections of this report in a manner that is fair, accurate, and useful to both the organisation and any procurement reviewer reading this assessment.

The accreditation award of CSR Complete Level 1 was confirmed following completion of the full assessment process.

Section 4: Environmental Responsibility

This report provides a full evidence-based assessment of the corporate social responsibility (CSR) and environmental, social and governance (ESG) position of Graphinixx at the time of assessment.

In the context of environmental responsibility, Graphinixx operates within a sector where material and resource consumption is intrinsic to the core business activity. Print production involves the use of substrates, inks, binding materials, and finishing consumables, each of which carries an environmental footprint in terms of manufacture, transport, use, and end-of-life disposal. A credible environmental position for a business of this type is therefore assessed not simply by the presence of a written environmental policy but by the extent to which that policy translates into observable, documented operational behaviour.

Graphinixx has in place an environmental policy that acknowledges the material impacts of its business activity and sets out a commitment to reducing waste, managing resources responsibly, and making environmentally considered procurement choices where practicable. The policy is appropriate in scope and language for an organisation of this size, and there is evidence that its contents are reflected in operational practice rather than sitting in isolation as a document produced solely for compliance purposes.

In terms of waste management, the evidence submitted indicates that Graphinixx takes an active approach to minimising unnecessary material waste within its production process. This includes attention to print run management, the avoidance of unnecessary overproduction, and an awareness of the waste implications of proof and test printing. The CSR diary, reviewed in detail within Section 7 of this report, contains specific entries that corroborate this position through recorded operational decisions and practice.

The business demonstrates awareness of its energy consumption within its operating premises, and whilst formal measurement and carbon tracking at a detailed level is not yet in place at Level 1, the organisation has indicated an intention to develop this area further. This is noted as consistent with the Foundational Practice position. Organisations at this level are expected to be aware of their primary environmental impacts and to have begun addressing them; detailed carbon accounting and supply chain environmental reporting are characteristics of more advanced accreditation levels.

Procurement behaviour is an important environmental consideration for any print and design business, given that the environmental credentials of paper, card, and substrate suppliers vary considerably. The evidence suggests that Graphinixx exercises some degree of consideration in material sourcing, with reference to the use of

responsibly sourced or certified materials where available and commercially viable. This is not yet a fully formalised procurement policy with documented supplier assessment criteria, but the underlying awareness and intent are present and consistent with the Level 1 position.

Digitisation of workflow and a preference for digital proofing where appropriate also contribute positively to the organisation's environmental profile by reducing unnecessary physical material usage in the pre-production stage. This approach reflects both commercial efficiency and environmental awareness, and the two are, in this context, well aligned.

The overall environmental position of Graphinixx is assessed as appropriate and credible for a small creative and print business operating at Level 1. The organisation demonstrates genuine awareness of its material impacts, has policy in place, and shows evidence of operational behaviour consistent with that policy. The identified areas for development — principally in the formalisation of environmental measurement and the deepening of procurement sustainability criteria — represent natural next steps for a business on a progressive CSR journey rather than shortcomings that would give cause for procurement concern at this level.

Section 5: Social Responsibility and Workforce Conduct

Social responsibility at Graphinixx is assessed across three primary areas: the organisation's approach to workforce wellbeing and people management, its commitment to equality, diversity, and inclusion, and its engagement with the broader community within which it operates. Across all three areas, the evidence submitted presents a consistent and credible picture of a small business that takes its people and community commitments seriously and backs them with observable behaviour.

Workforce Wellbeing and People Management

As a small employer, Graphinixx does not operate the kind of formal wellbeing infrastructure associated with larger organisations — structured employee assistance programmes, occupational health contracts, or dedicated HR departments. This is entirely expected and appropriate. What the CSR Complete framework assesses at Level 1 is whether the organisation demonstrates a genuine and operational commitment to the welfare of its people within the means and structures available to it.

The evidence indicates that Graphinixx maintains a working environment that is attentive to the human dimensions of employment. There are documented indications that the business takes an open and communicative approach to managing its team, and the CSR diary contains entries that reflect an employer-employee relationship characterised by respect and a degree of informal but genuine attention to staff welfare. Policies addressing working conditions and conduct are in place and are appropriate to the scale of the organisation.

The working environment within a creative and print business presents its own specific considerations, including the use of printing equipment, chemical handling associated with print production processes, and the physical demands of production activity. The evidence suggests that Graphinixx manages these considerations responsibly, with attention to safe working conditions forming part of the operational baseline.

Equality, Diversity, and Inclusion

Graphinixx has in place an equality and diversity policy that sets out the organisation's commitment to treating all people fairly and without discrimination, whether in the context of employment, client engagement, or community interaction. The policy is documented and available, and the language and content reflect a genuine rather than formulaic commitment.

At Level 1, the CSR Complete framework does not require organisations to have extensive diversity data reporting or formal inclusion programmes. What it does require is that the commitment is real, documented, accessible, and consistent with the organisation's visible behaviour. On the evidence available, Graphinixx meets this requirement. There are no indicators within the assessment evidence of conduct inconsistent with the stated equality commitment, and the organisation's community-facing work, discussed further below, suggests an inclusive orientation towards the diverse communities it serves.

Community Contribution

Community engagement is an area of particular strength within the Graphinixx social responsibility profile. The evidence, drawn substantially from the CSR diary reviewed in Section 7, demonstrates that the business actively and consistently contributes to its local community through a variety of mechanisms. These include the provision of design and print services to community and not-for-profit organisations, participation in local events and initiatives, and a broader pattern of civic engagement that extends beyond what would be required by any commercial obligation.

This community contribution is meaningful precisely because it is consistent and recorded. It is not a single high-profile gesture but a pattern of ongoing behaviour that reflects an organisational culture genuinely oriented towards local impact and community value. For procurement reviewers assessing social value as part of a public sector tender evaluation, this demonstrated community contribution is directly relevant and positively indicative.

The social responsibility position of Graphinixx is assessed as a genuine strength at Level 1, with particular commendation for the consistency and authenticity of its community engagement activity.

Section 6: Governance and Accountability

Governance, in the context of CSR and ESG assessment for a small business, does not refer to board structures, audit committees, or the kind of corporate governance architecture associated with large listed companies. It refers to something more fundamental and, arguably, more important at this scale: the question of who is responsible for CSR and ESG within the organisation, how that responsibility is exercised, and whether there is sufficient accountability and review to give external parties confidence that the commitments made are being kept.

Within Graphinixx, responsibility for CSR and ESG matters sits at the leadership level of the organisation. This is appropriate and consistent with what the CSR Complete framework identifies as sound governance practice for a small business. Centralised ownership of CSR commitments at the most senior level of a small organisation is, in practical terms, the most effective structure available, and it carries the advantage of ensuring that CSR decisions are integrated with broader business decisions rather than being managed as a peripheral function.

The documentation submitted as part of this assessment includes a suite of policies that collectively address the organisation's commitments across environmental, social, and governance dimensions. These policies exist as live documents and are not simply archived materials produced for a previous tender or compliance exercise. The CSR diary, discussed in Section 7, serves as the primary operational accountability mechanism, recording activity against commitments on a continuing basis and providing an independently reviewable evidence trail.

The CSR diary itself represents a governance tool of genuine value. Its consistent maintenance over the qualifying assessment period demonstrates that the business treats its CSR commitments as ongoing operational obligations rather than periodic declarations. This is one of the clearest indicators of authentic governance engagement that the CSR Complete framework can observe, and Graphinixx performs well on this measure.

Policy review is identified as an area for development. At the time of assessment, there is no formal documented policy review cycle in place — for example, an annual review date built into each policy with a named reviewer and a record of amendments made. Establishing such a cycle would strengthen the governance position and provide additional assurance to procurement reviewers that policies remain current, relevant, and properly owned. This is noted as a recommended development step consistent with progression towards Level 2.

Supplier governance represents a further area where development would add depth to the overall governance position. At present, the organisation's approach to its supply chain from a CSR and ESG perspective is present at an awareness level but is not yet structured around documented supplier assessment criteria or formal onboarding requirements linked to CSR standards. For a business of Graphinixx's size and sector, this is understandable at Level 1, but it represents a natural area for development as procurement expectations in both public and commercial sectors increasingly extend CSR requirements into the supply chain.

On balance, the governance position of Graphinixx is assessed as appropriate and credible for Level 1 accreditation. Responsibility is clearly held at the right level, policies are in place and maintained, and the CSR diary provides a meaningful accountability mechanism. The identified development areas — policy review cycles and supply chain governance — are forward-looking recommendations rather than present-day concerns.

Section 7: CSR Diary — Verified Activity Record

The CSR diary submitted by Graphinixx as part of this accreditation assessment represents one of the most substantive and informative elements of the evidence bundle. It is reviewed here in dedicated detail because it provides the clearest available window into the operational reality of Graphinixx's CSR engagement — not what the organisation says it will do, but what it has actually done, recorded contemporaneously, and submitted for independent review.

The diary covers a qualifying period consistent with the CSR Complete framework requirements and contains a pattern of entries that is both regular and varied. The regularity matters because it demonstrates that CSR activity at Graphinixx is not an occasional or event-driven concern but a consistent thread running through the organisation's operational life. The variety matters because it shows genuine breadth of engagement across environmental, social, and community dimensions rather than repetition of a single action presented multiple times.

Community Design and Print Support

Several entries within the diary record instances where Graphinixx has provided design and print services to community organisations, local charities, or not-for-profit groups, either at a reduced rate or on a pro bono basis. This is a materially significant form of social contribution for a business of this type. The skills and resources that Graphinixx holds — professional design capability and print production — are precisely the resources that smaller community organisations frequently lack and cannot afford at commercial rates. The decision to make these resources available in a community-minded way represents a direct and meaningful social value contribution that is concrete, specific, and verifiable through the diary record.

The entries in this category are not vague or generic. They describe specific engagements, confirming that this is genuine operational activity rather than a broad statement of intent presented as evidence.

Environmental Operational Decisions

The diary contains entries that document specific operational decisions made on environmental grounds. These include decisions relating to print production processes, material selection,