

CSR COMPLETE ACCREDITED, LEVEL 2 FULL CSR AND ESG ASSESSMENT REPORT

DATE: 16 May 2026

Accreditation Level: CSR Complete Level 2

Organisation: Graphinixx
Overall Position: Developing Responsible Practice

CSR COMPLETE ACCREDITED — LEVEL 2
Full CSR and ESG Assessment Report

Report Date: 16 May 2026
Organisation: Graphinixx
Website: <https://www.graphinixx.com>
CSR Diary: Yes
Accreditation Level: CSR Complete Level 2
Overall Position: Developing Responsible Practice
Assessment Date: 16 May 2026
Issued By: CSR Complete

Section 1: Executive Summary

Graphinixx has been assessed against the CSR Complete accreditation framework and has been formally awarded CSR Complete Level 2 accreditation, reflecting a position of Developing Responsible Practice. This is a meaningful and substantive accreditation level, indicating that the organisation has moved beyond initial awareness and is actively embedding responsible business behaviour across its environmental, social, and governance operations. The award is based on verified evidence gathered through policy review, operational assessment, and a maintained CSR diary that records live activity over time.

For a procurement reviewer, council officer, or supply chain due diligence team, this accreditation confirms that Graphinixx is not simply making claims about its CSR credentials — it is demonstrating them through documented action, maintained commitments, and a structured approach to continuous improvement. The organisation is not yet at the highest levels of the CSR Complete framework, and no overstatement has been made in this report. What the evidence does confirm, clearly and robustly, is that Graphinixx is a responsible, engaged, and genuinely committed small business operating with honesty and purpose across all three ESG dimensions.

The key finding of this assessment is that Graphinixx presents a credible and proportionate CSR position for its size and sector, supported by a consistent diary of verified activity, a suite of relevant policies, and a demonstrable commitment to environmental improvement, community involvement, and ethical business conduct. The organisation is suitable for inclusion on public sector approved supplier lists and meets the CSR and ESG due diligence requirements typically applied at the pre-qualification stage of formal procurement processes.

Section 2: About the Organisation

Graphinixx is a graphic design and visual communications business operating within the UK creative industries sector. The business provides a range of design services to commercial and organisational clients, including branding, print design, digital graphics, marketing collateral, and visual identity work. The studio operates within a professional services model, delivering bespoke creative output to clients across a range of sectors including retail, hospitality, non-profit, and local enterprise.

The organisation is a small business. Its workforce is modest in size, consistent with the structure typical of independent creative studios operating at this scale within the UK market. This context is directly relevant to how CSR and ESG activity should be assessed. Small and micro-businesses are not held to the same structural expectations as large corporate entities; however, they are increasingly subject to scrutiny in public sector procurement settings and supply chain due diligence processes, where the expectation is one of proportionate, honest, and evidence-based engagement with responsible practice.

The operational context of Graphinixx is relevant in several specific ways. As a design-led business, its most significant environmental interactions relate to digital energy consumption, print-related supply chain decisions, and the physical consumables associated with studio operations. Its social responsibility context is defined principally by how it treats its own people, how it engages with its local community, and how it conducts itself in client and supplier relationships. Its governance context is characterised by the directness of leadership accountability typical of owner-managed businesses, where CSR commitments are personally held rather than delegated to a separate function. Each of these dimensions is addressed in full in the sections that follow.

Section 3: Accreditation Position and Assessment Methodology

The CSR Complete accreditation framework is an independent structured assessment programme designed to evaluate the genuine CSR and ESG position of UK businesses of all sizes. Unlike self-certification schemes or automated badge systems, CSR Complete requires businesses to submit evidence in the form of policies, operational records, and a maintained activity diary. Each submission is assessed by an accreditation analyst against a defined set of criteria spanning environmental responsibility, social conduct, and governance accountability.

The framework is structured across multiple levels. Level 1 reflects initial awareness and early-stage commitment. Level 2, awarded to Graphinixx, reflects Developing Responsible Practice — meaning the organisation has established documented commitments, is actively implementing them in day-to-day operations, and is engaging with improvement over time rather than simply acknowledging the need to do so. Higher levels within the framework require deeper systemic integration, measurable target-setting, and third-party verification of impact.

Graphinixx has been awarded CSR Complete Level 2 accreditation following a full review of its submitted materials. The assessment examined the coherence between stated policy commitments and evidenced operational behaviour, the consistency and authenticity of the CSR diary, and the overall credibility of the organisation's ESG position in the context of its size, sector, and resource base. The award is formal, verified, and current as of the assessment date stated on this report. It may be cited in tender submissions, supplier registration forms, procurement pre-qualification questionnaires, and public-facing communications subject to the conditions of the CSR Complete accreditation programme.

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 a design studio, environmental responsibility is shaped by a specific and identifiable set of operational factors. Graphinixx does not operate heavy manufacturing, manage a large vehicle fleet, or run energy-intensive industrial processes. Its environmental footprint is, by the nature of its work, relatively contained. However, this does not diminish the importance of environmental responsibility or the scrutiny with which it has been assessed. Small businesses collectively contribute significantly to the UK's aggregate environmental impact, and within public sector procurement frameworks the expectation of proportionate but genuine environmental commitment is consistent regardless of business size.

The evidence submitted by Graphinixx confirms that the organisation has an active and documented environmental policy in place. This policy addresses the organisation's commitment to reducing unnecessary waste, making considered choices about the materials and suppliers it works with, and managing its energy and resource consumption responsibly. The policy is not a generic template — it reflects the specific operational reality of the business and names the areas where environmental decisions are most relevant to the studio's day-to-day work.

A particularly relevant area of environmental practice for Graphinixx is its engagement with print and production decisions. Design studios routinely make choices that influence how materials are produced and consumed by their clients. Graphinixx has demonstrated awareness of this indirect environmental influence and has reflected it in both its policy commitments and its diary activity. The organisation has noted a preference for directing clients towards sustainably sourced print materials where viable, and has reflected on the role that design professionals can play in encouraging more environmentally conscious production choices upstream in the supply chain.

In terms of direct operational practice, the evidence confirms that Graphinixx actively manages its studio consumables, seeks to minimise unnecessary printing in its own internal processes, and has taken steps to reduce single-use materials within its working environment. Digital-first working practices are embedded in the studio's standard operating approach, which reduces paper dependency and supports a lower-waste model. The organisation has also noted awareness of its digital energy consumption — an increasingly relevant consideration for design-led businesses that rely heavily on screen-based computing, rendering, and file storage infrastructure.

At Level 2, Graphinixx is not yet operating with formally measured carbon data or externally verified environmental targets. This is consistent with the accreditation level awarded and is appropriate for a small business at this stage of its CSR journey. What the evidence does confirm is that environmental thinking is present, active, and demonstrably influencing operational decisions rather than existing as a passive policy commitment. The organisation is encouraged, as part of its progression towards Level 3, to begin capturing basic environmental metrics — including energy consumption data and an estimate of its digital carbon footprint — to support the development of formal improvement targets.

Section 5: Social Responsibility and Workforce Conduct

The social dimension of Graphinixx's CSR position covers three interconnected areas: the wellbeing and treatment of the people who work within the organisation; the organisation's approach to equality, diversity, and inclusion; and its engagement with the wider community beyond its commercial operations. Each of these is examined in turn on the basis of the evidence submitted.

Workforce Wellbeing and People Management

Graphinixx operates a small workforce, and in businesses of this size the quality of people management is determined not primarily by formal HR systems but by the culture, values, and daily conduct of its leadership. The

evidence submitted indicates that the organisation takes the wellbeing of its people seriously and approaches workforce management with care and intention. The organisation has a documented approach to supporting staff, and the tone evident in its policies and diary activity reflects a working environment in which people are treated with respect and genuine consideration.

The business has demonstrated awareness of the pressures associated with working in a creative professional environment, where deadline intensity, client demands, and the often isolating nature of design work can create significant personal and professional strain. The evidence suggests that this awareness is not merely acknowledged but actively managed, with an approach to workload, communication, and workplace culture that seeks to support individual wellbeing alongside business performance. For a small organisation, this is a meaningful and credible finding.

Equality, Diversity and Inclusion

Graphinixx has a documented equality, diversity, and inclusion commitment in place. The policy addresses the organisation's position on fair treatment, non-discrimination, and the importance of ensuring that its working environment is inclusive and respectful to all. The evidence reviewed is consistent with this commitment — there is no contradictory material in the diary or operational record, and the overall tone of the organisation's documented conduct reflects a genuine rather than performative approach to EDI.

The organisation is small, and the structural complexity of its EDI position is accordingly limited. At this scale, EDI is principally expressed through conduct, culture, and the values applied in recruitment, client engagement, and day-to-day working relationships. The evidence confirms that Graphinixx approaches these interactions with integrity, and that its stated EDI commitments are reflected in the way the business presents itself and the choices it makes about who it works with and how.

Community Contribution

Community engagement is one of the areas in which Graphinixx's social responsibility position is most clearly evidenced. The CSR diary — addressed in full in Section 7 — contains multiple recorded instances of the organisation contributing to its local community and engaging with causes and organisations beyond its immediate commercial interests. This activity is notable because it is consistent, specific, and clearly motivated by genuine commitment rather than reputational calculation.

Graphinixx has demonstrated an awareness that creative skills are not equally distributed and that design capability is a resource that many community organisations and small charities cannot easily access. The organisation has responded to this by offering its professional skills in support of causes that align with its values, contributing tangible, high-quality creative output to organisations that benefit directly from the support. This is a meaningful and proportionate form of community contribution that is well suited to the business's size, skills, and operational context.

Section 6: Governance and Accountability

In assessing the governance dimension of Graphinixx's CSR position, the primary questions are: who within the organisation holds responsibility for CSR and ESG commitments; how are those commitments reviewed and kept current; and what mechanisms exist to ensure that the organisation's stated values are translated into consistent operational behaviour over time.

For a small, owner-managed business, the governance structure is necessarily direct. Responsibility for CSR and

ESG in organisations of this type typically rests with the principal or director, and this is the case with Graphinixx. This directness of accountability is, in the context of smaller businesses, a strength rather than a limitation — it means that CSR commitments are personally held and directly connected to the decision-making authority of the individual who leads the organisation. There is no risk of CSR policy becoming detached from operational reality through organisational distance or departmental siloing.

The evidence confirms that the person leading Graphinixx has a clear and active understanding of the organisation's CSR commitments and is engaged with them on an ongoing basis. The maintenance of a CSR diary — which records live activity rather than retrospective claims — is itself a governance mechanism, creating a running record of CSR-relevant decisions and actions that can be reviewed over time and used to assess progress.

Graphinixx has a suite of relevant policies in place covering environmental responsibility, equality and inclusion, and general business conduct. These policies are current and appropriate to the organisation's size and sector. The evidence indicates that they are reviewed and that the organisation treats them as living documents rather than static compliance artefacts. This is a meaningful governance indicator at Level 2 — the organisation is not simply producing policies to satisfy a checklist requirement; it is working within them.

One area that the organisation is encouraged to develop as it progresses through the CSR Complete framework is the introduction of a structured review cycle — a documented process by which CSR and ESG commitments are formally revisited at defined intervals, assessed against any changes in operational context or regulatory expectation, and updated accordingly. This would strengthen the governance position materially and support progression to Level 3 accreditation in due course.

Section 7: CSR Diary — Verified Activity Record

The CSR diary is a central component of the CSR Complete accreditation process at Level 2 and above. It functions as a live, maintained record of CSR-relevant actions, decisions, and engagements made by the organisation over time. Unlike policy documents, which state intention, the diary records behaviour — what the organisation has actually done, when, and in what context. It is the most direct form of evidence available to an accreditation assessor and is treated accordingly within this report.

Graphinixx has maintained an active and credible CSR diary. The entries reviewed are specific, varied, and consistent with the policy commitments made elsewhere in the submission. They reflect a business that is genuinely engaged with its CSR obligations rather than one that has produced a diary as a formality. The following verified activities are drawn directly from the diary record and are presented as illustrative examples of the organisation's live CSR engagement.

Pro Bono and Community Design Work

The diary records instances of Graphinixx providing professional graphic design services at no cost to community organisations, local charities, and not-for-profit groups. These contributions represent a direct and skill-based form of social value that is highly appropriate to the organisation's size and capability. The work undertaken is professional in quality and has delivered tangible benefit to the recipient organisations, which have in several cases used the design output produced by Graphinixx for fundraising, public communications, and organisational identity purposes.

This type of contribution is of particular note because it demonstrates an understanding that community value can be delivered through what a business does — through its core skills and professional capacity — rather than solely through financial donation. For a small design studio, this is both a credible and a sustainable model of community

engagement.

Environmentally Conscious Operational Decisions

The diary records a number of instances in which Graphinixx has made deliberate operational decisions with an environmental rationale. These include choices around reducing physical print output in its own internal processes, consideration of supplier environmental credentials in procurement decisions, and the promotion of digital-first workflows with clients where print is not essential to the brief. These are modest but authentic actions that confirm the organisation's environmental policy commitments are being applied in practice.

Engagement With Responsible Business Themes

The diary records the organisation's engagement with responsible business topics — including participation in relevant professional discussions, review of sector guidance on sustainable design practice, and reflection on the role of creative professionals in promoting more responsible consumption and production. This engagement is noted positively as evidence that the organisation is actively developing its understanding of CSR and ESG, not simply maintaining a static position.

Client and Supplier Conduct

The diary includes reflections on the organisation's approach to client and supplier relationships that are consistent with its stated governance and conduct commitments. There is evidence of the organisation applying its values in commercial decisions — including consideration of whether potential client engagements align with the organisation's ethical position. This is a meaningful indicator of governance maturity in a small business context.

Overall Diary Assessment

The CSR diary submitted by Graphinixx is assessed as authentic, maintained in good faith, and evidentially credible. The entries are consistent with the organisation's policy positions, proportionate to its operational scale, and collectively demonstrate a pattern of responsible behaviour over time rather than a single or isolated engagement with CSR activity. The diary is a key factor in the award of Level 2 accreditation and supports the overall assessment of Graphinixx as a business operating in genuine alignment with its stated values.

Section 8: External Credibility and Procurement Readiness

Summary of Evidence Position

Across the three ESG dimensions assessed within this report, Graphinixx presents a coherent, credible, and proportionate evidence base that fully supports the award of CSR Complete Level 2 accreditation. The environmental evidence confirms active operational engagement with sustainability considerations, an appropriate policy framework, and a genuine rather than superficial approach to reducing the organisation's environmental footprint. The social evidence confirms a positive and values-led approach to workforce wellbeing, an honest and documented commitment to equality and inclusion, and a meaningful pattern of community contribution delivered through professional skill. The governance evidence confirms that CSR accountability is directly held at leadership level, that policy is maintained and applied, and that the diary mechanism provides ongoing, verifiable confirmation of responsible conduct.

Procurement Readiness Assessment

Graphinixx is assessed as procurement-ready from a CSR and ESG perspective at the level of scrutiny typically applied in the following contexts:

- Public sector pre-qualification questionnaires requiring evidence of CSR policy and practice
- Council and local authority approved supplier lists
- Social value assessments within competitive tender processes
- Supply chain due diligence conducted by larger organisations and prime contractors