

Company Name:	Twenty-Four Seven Recruitment Services Ltd					
Policy Name:	Environmental and Sustainability Policy					
Review Date:	V1 01/03/22					
Reviewed and authorised by:	Amanda Lillis - HR Director					

Policy Statement

The Company recognises that its activities have an impact on the environment. It is committed to sustainable development to minimise the impacts of its operations and services, whilst working in a safe, responsible, and efficient manner. The Company recognises the importance of environmental protection and strives to adhere to all relevant approved codes of practice.

This Policy has been prepared as part of The Company's progressive stance on environmental and quality management.

Scope

This Policy applies to all staff and temporary-workers, business partners, including suppliers, service providers, subcontractors and 2nd tier labour providers are also required to adhere to the standards set out in this Policy.

Responsibilities

The Board of Directors has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those in scope of the policy comply with it to uphold our environmental and sustainability commitments.

Commitments

The Company strives to:

- Invest in learning and development to raise the profile of environmental issues as part of day-to-day business.
- Identify potential environmental opportunities and considering their appropriateness for adoption
- Purchase products which have least impact on the environment
- Work with suppliers to manage an environmentally aware supply chain
- Reduce the use of energy, water, and other resources
- Minimise waste by reduction, re-use and recycle methods
- Comply with all relevant environmental legislation/regulation
- Maximise the use of e-technology to reduce paper usage through our operation

The Company will assess the environmental impacts of our operations and set objectives and targets in order to improve our environmental performance. We will regularly review these targets.

We will:

- Ensure a roll out of an electronic Environmental Management System (EMS) Framework and document management system to reduce need for paper
- Include the EMS in regular management reviews to ensure its continuing suitability, adequacy, and effectiveness.

- Seek to set up Environmental Focus Groups encouraging staff/workers to make suggestions and decisions on local site issues
- Seek continual improvement in our environmental performance whilst focusing on sustained growth by assessing and regularly reassessing the environmental aspects of our operation.
- Comply with all legal statutory and regulatory requirements, industry best practice and recognised standards where they relate to our environmental aspects.
- Identify and keep record of current environmental statutory and regulatory requirements.
- Reinforce senior management commitment and encourage environmentally responsible staff actions in order to prevent, where possible, or minimise, pollution.
- Seek to minimise our environmental impact through reducing our use of materials and energy resources.
- Reduce the generation of waste products by recycling where possible.
- Improve control of environmental aspects of our business by encouraging partnerships with businesses who themselves are concerned for the environment.
- Continually improve our environmental aspects through reviewing environmental objectives and targets, which are set and a programme for achieving these is implemented.
- Communicate this policy to all staff and other persons working for, or on behalf of our Company, or members of the public, when requested, and record this.
- Raise the profile of our environmental impacts to Staff/Workers, suppliers, partners within the supply chain, and customers.
- Record any non-conformances.
- Ensure Staff/Workers are given applicable training in order to raise awareness of environmental issues and promote a clean and healthy environment.
- Consider continued alternatives for travelling to meetings to reduce our carbon footprint, to include car sharing, participation via online systems, and publish information on how to drive pool/Company vehicles more efficiently.

Monitor and Compliance

Where data is available and relevant, we will produce annual reports on environmental issues and track improvements. This data will be reviewed at Board level and will be utilised within the decision-making processes for future developments.

Non compliance

A breach of any of the provisions of this Policy by any relevant person in scope of the Company will constitute a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure.



Breach of this policy by any Relevant Person which is a corporate entity could lead to the suspension or termination of any relevant contract, sub-contract or other agreement between the corporate entity and the Company.

Raising a concern

The Company encourages anyone who may have concerns about this policy or its application, to raise their concern with their line manager/local representative in the first instance. If it is not satisfactorily resolved at this level, please email hr@24-7recruitment.net