

ENVIRONMENTAL POLICY

Executive Owner	Managing Director
Policy Owner	Operations Director
Version	V1.0
Date	April 2019

1. ABOUT THIS POLICY

Recruitment Partnership (Bristol) Limited (“the Company”) recognises and understands the importance of protecting the environment in which we operate. We are fully committed to minimising the impact that running our business has on the environment and we encourage our clients, suppliers and other stakeholders to do the same.

The Company is aware that its business activities result in various environmental impacts and will comply with all relevant legislative, regulatory and other environmental requirements in order to act in a socially responsible manner. We will strive to continuously improve our environmental performance.

2. ENVIRONMENTAL AIMS

The Company aims to:

1. Minimise the use of natural resources;
2. Minimise the generation of waste and implement/promote recycling;
3. Minimise pollution and promote greener transport options;
4. Purchase and promote the use of greener office and cleaning products;
5. Consider the environmental impact of any business decisions made;
6. Inform and encourage staff at all levels to act in an environmentally responsible manner and provide training where necessary;
7. Encourage feedback from staff on improvements and feed these into the policy;
8. Designate appropriate resources in order to implement, monitor and continuously improve this policy;
9. Make this policy available to any interested external parties and to employees; and
10. Continually improve and monitor the environmental performance of the Company and report these to interested parties.

3. WASTE

The Company attempts to reduce the creation of waste by the adoption of waste-saving initiatives such as accepting CVs largely in electronic format, and producing electronic invoices wherever possible. We only use re-usable cups, glasses and utensils and endeavour not to use disposable or single use items wherever possible. When we do produce waste we ensure we recycle; materials we recycle include: Paper (through Shred-it recycling); Cartridges; Plastics; Cans and Glass.

All waste transferred off the premises is undertaken in accordance with Waste Regulations 2011 with declarations being obtained by way of transfer or consignment note from each of our waste couriers.

4. ENERGY

The Company is aware of the importance of efficient and cost-effective energy solutions to reduce the overall impact on the environment. Therefore we are always striving to reduce our energy usage. We ensure all monitors are flat screen instead of CRT and all equipment is switched off when not in use to save energy. All lights are not left on when not in use. Staff are encouraged to save energy wherever possible.