



Environmental Policy

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1. Introduction

- 1.1 At Staffline, we place great importance on the role we play in helping to support the environment surrounding us, and we recognise that our environmental responsibilities are integral to our business.
- 1.2 We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- 1.3 The Group's Environmental, Social, and Governance ('ESG') Committee launched in 2021 and is made up of senior leaders from across the Group who together represent a wide range of functions relevant to the ESG agenda, including health, safety and environmental; people, social and community; risk and governance; and technology/systems. The Committee's Terms of Reference include the following key responsibilities:
 - a) To assist the Board in developing and regularly reviewing the Group's strategy relating to ESG matters and in setting relevant KPIs;
 - b) To develop and regularly review the policies, programmes, practices, targets and initiatives of the Group relating to ESG matters ensuring they remain effective and up to date and consistent with good industry practice;
 - c) To provide oversight of the Group's management of ESG matters and compliance with relevant legal and regulatory requirements, including applicable rules and principles of corporate governance, and applicable industry standards;
 - d) To report on these matters to the Board and, where appropriate, make recommendations to the Board; and
 - e) To report as required to the shareholders of the Company on the activities and remit of the Committee.
- 1.4 The most significant environmental impacts identified by the Company are:
 - a) Use of electricity, gas, and oil to warm or cool premises, power PCs and for travelling between centres and from home to work.
 - b) Use of water in offices for a variety of purposes.
 - c) Use of material resources including paper, plastics, printer cartridges and toners and electronic equipment.
 - d) The waste arising from business activities, including paper, newsprint, and plastics.

2. Purpose Statement/Background Information

The Company's Board of Directors recognises and acknowledges that the Company has a responsibility to the environment beyond legal and regulatory requirements; the Company is committed to reducing its environmental impact and continually improving environmental performance as an integral part of the Company's strategy and operating methods. The Company will encourage employees, associates, clients, stakeholders, and supply chain partners to do the same.

3. Commitment





- 3.1 The Company aims to:
 - a) Integrate the consideration of environmental concerns and impacts into all of its decision making and activities.
 - b) Promote environmental awareness among its employees to encourage them to work in an environmentally responsible manner.
 - c) Train, educate and inform employees about environmental issues that may have an impact on their work.
 - d) Reduce waste through re-use, recycling and by purchasing recycled, recyclable or refurbished products and materials where these alternatives are available, economical and suitable.

- e) Promote efficient use of materials and resources throughout the Company facilities including water, gas, electricity, and packaging.
- f) Reduce the need to travel by utilising the use of travel alternatives such as telephone conferencing and virtual meetings (using Microsoft Teams, for example).
- g) Communicate environmental commitments to clients, employees, and workers.

4. Our Progress

- 4.1 During 2020-21, we significantly reduced emissions and energy usage across the business, with the Covid-19 pandemic being the catalyst behind this change. Our aim now is not simply to show year-on-year improvements in our business efficiency but also to ensure that we don't return to pre-pandemic usage and emissions levels, thus helping us sustain as much of the short-term improvements into the medium and long term.
- 4.2 We have examples of strong practices within our operating divisions. Our strategy and supporting action plans will help us achieve greater cohesion and consistency in our approach within the business and across the Group during 2022 and beyond.

5. Areas of Focus in 2022 (extract from the Group ESG Report 21-22)

Type	Illustration of 2022 areas of focus	
	Property and Estates	<ul style="list-style-type: none"> • Environmental commitments for landlords/agents • Waste management plans • Recycling arrangements at all direct operational sites.
	Business Travel and Accommodation	<ul style="list-style-type: none"> • Continued use of alternative travel to work schemes • Broader policy considerations for hybrid/electric vehicles • Introduction of carbon off-set schemes.
	Technology and Assets	<ul style="list-style-type: none"> • Energy-efficient asset deployment with appropriate recycling arrangements • Continued migration to Cloud infrastructure with accelerated reductions in energy usage.
	Reporting and Evaluation	<ul style="list-style-type: none"> • Strengthening reporting arrangements across the divisions (underpinned with ISO certification) to improve communications and to measure our success against the usage targets in place.

6. Applicability and Scope Statement

- 6.1 This policy applies to all employees of the Company regardless of role and location. Its provisions extend to those working on the Company's behalf within Great Britain.
- 6.2 Failure to adhere to this and associated policies, may lead to disciplinary proceedings being taken by the Company.
- 6.3 When working at external sites (premises not controlled by the Company), employees must make themselves familiar with any policies relevant to the specific working location.
- 6.4 **The aim of this policy is to:**
 - a) Give a clear statement of the Company's approach to the environment.
 - b) Clarify the roles and responsibilities of all employees.
 - c) Provide the principle upon which the Company's processes and procedures will be built and signpost to the associated policies and procedures which support this aim.
 - d) Be clear about how the Company will embed the Environmental principles through their associated policies and procedures.

- e) Outline the associated support that will be available.
- 6.5 This policy provides a generic framework, but it is recognised that specific service delivery may require additional guidelines and procedures.

6.6 Scope

- a) The Company expects all its employees to observe the requirements of this policy and managers to ensure their continued compliance.
- b) This policy applies to all employees, paid staff, associates, contractors, volunteers and sessional workers, agency staff, partners or anyone working on behalf of the Company.

7. Responsibilities

- 7.1 The following personnel shall hold primary responsibility for ensuring that the requirements of this procedure are met:
- a) Governance Director – is responsible for promoting environmental matters with the Company's Management Board (the 'SLT').
 - b) Management Teams – It is the responsibility of Management Teams within the business to implement this policy and ensure that the required activities are undertaken to comply with environmental matters.
 - c) Head of HSE & Estates – environmental management, for reporting environmental performance and responsible for the control of documentation in relationship to waste.
 - d) Facilities & Estates Manager – for ensuring all of the Company's premises comply with this policy and support a continuous improvement approach to maximising opportunities for positive impact.

8. Associated Policies and Documents

Health & Safety Policies (STA_11 to STA_29 inclusive)

Appendix A: Associated Legislation

- Environmental Protection Act 1990 (Duty of Care)
- The Waste (England and Wales) Regulations 2011 (Amended in 2012, 2014, 2015, 2015 II, 2016)
- Hazardous Waste (England and Wales) Regulation 2005 (Amended in 2009, 2011, 2015, 2015 II, 2016, 2016 II)
- The Waste Electrical and Electronic Equipment Regulations 2013 (Amended in 2014, 2015)
- Waste Batteries and Accumulators Regulations 2009 (Amended in 2015, 2015 II)
- Finance Act 1996 (Landfill Tax)
- The Landfill Tax (Qualifying Material) Order 2011 (Amended in 2012)
- The Environmental Permitting (England and Wales) Regulations 2010 (Amended in 2010, 2010 II, 2011, 2011 II, 2012, 2013, 2013 II, 2014, 2014 II, 2015, 2015 II, 2015 III, 2015 IV, 2015 V, 2015 VI, 2016, 2016 II, 2016 III)
- Water Resources Act 1991
- Environmental Permitting (England and Wales) Regulations (As amended)– Regulation 12
- The Anti- Pollution Works Regulations 1999 (Amended in 2009)
- Clean Air Act 1993
- The Fluorinated Greenhouse Gas Regulations 2015
- Finance Act 2000 (Climate Change Levy)
- The Energy Performance of Buildings (England and Wales) Regulations 2012 (Amended in 2013, 2013 II, 2014, 2015, 2015 II, 2016, 2016 II)
- Environmental Protection Act 1990 (Contaminated Land)
- Environmental Protection Act 1990 (Nuisance)
- Clean Neighbourhoods Act 2005
- The Control of Asbestos Regulations 2012 (Amended in 2013, 2014, 2015, 2015 II)
- The Control of Substances Hazardous to Health Regulations 2002 (Amended in 2003, 2004, 2006, 2006 II, 2007, 2008, 2008 II, 2012, 2013, 2014, 2014 II, 2015, 2015 II, 2015 III)
- The Construction (Design and Management) Regulations 2015 (Amended in 2015)
- The Town and Country Planning Act 1990
- Wildlife and Countryside Act 1981 (Amended in 1985, 1991, 2000, 2004, 2016)
- The Conservation of Habitats and Species Regulations 2010 (Amended in 2011, 2012)
- The Town and Country Planning (Trees) Regulations 1999 (Amended in 2012)