

Environmental Policy

Statement and purpose of Policy

Surecall Recruitment Services Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same. We are aiming to achieve the carbon net zero not later than 2035 so to ensure we are well in advance of the government carbon net zero 2050 program. Net zero means any emissions would be balanced by schemes to offset an equivalent amount of greenhouse gases from the atmosphere, such as planting trees or using technology like carbon capture and storage.

Policy aims:

Surecall Recruitment endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.
- Use its voice across media platforms and partnerships to amplify the change it is needed to be seen.

Paper

- We will minimise the use of paper in the office
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.
- We will introduce electronic forms of our Registration Documents for Candidates.

Energy and water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- Minimise waste by evaluating the environmental performance of our operations and ensuring they are as efficient as possible.
- We will favour more environmentally friendly and efficient products wherever possible; we have installed water distributor to reduce plastic.
- We will reuse and recycle as much as possible by installing recycle bins.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.
- For those that do require to drive to work we encourage car sharing & provide priority parking to those that do

Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Monitoring and improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training, ensuring that they understand the environmental impacts of their own jobs and tasks.
- We will review this policy and any related business issues at our monthly management meetings.

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors, and sub-contractors to improve their environmental performance prioritising those who can prove a greener resourcing.

This policy was adopted on 23rd August 2023 after being agreed by our board of directors. It is reviewed annually.

Tony Elia
Company Director
Surecall Recruitment Ltd



Reviewed: 27th January 2025