

## ENVIRONMENTAL POLICY

United Careers Limited 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. We will encourage customers, suppliers and other stakeholders to do the same.

### **Responsibility**

Mike Williamson, Director, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

### **Policy Aims**

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Increase employee awareness and training.

### **Paper**

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

### **Energy and Water**

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Adjust heating with energy consumption in mind.

## Office Supplies

We will:

- Evaluate the environmental impact of any new products we intend to purchase.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

## Transportation

We will:

- Reduce the need to travel, restricting to necessary trips only.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.

## Maintenance and Cleaning

We will:

- Use cleaning materials that are as environmentally friendly as possible.

## Monitoring and Improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Increase employee awareness through training.
- Review this policy and any related business issues at monthly management meetings.

## Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Provide staff with relevant environmental training.
- Work with suppliers, contractors and subcontractors to improve their environmental performance.

Mike Williamson  
Director



Date of signature: 1<sup>st</sup> May 2020