

Environmental Policy

POLICY 25

01/01/2020

TIME RECRUITMENT SOLUTIONS LTD ('THE COMPANY')

STEPHEN LYONS

Company Name:	Time Recruitment Solutions Ltd ('the Company')
Policy:	Environmental Policy
Date:	01 January 2020
Version:	1

1 Policy statement

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 our business activities result in the use of energy and water, the generation of waste, transport emissions etc. and we will comply with all relevant legislative, regulatory and other environmental requirements in order to act in a socially responsible manner and we will strive to continuously improve our environmental performance.

2 Action plan

The Company will aim to:

- Purchase of environmentally friendly office supplies and cleaning products;
- Minimising waste by implementing recycling;
- Reducing the temperature in the office;
- Turn off lights and other electrical equipment when not in use and overnight. Ensure lights/heating are turned off in empty rooms where possible (perhaps use sensors);
- Use of whiteboards as opposed to flipcharts and refillable/long life pens/markers;
- Use recycled paper and save electronic copies rather than hard copies of documents;
- Print on both sides of the paper and use scrap paper where practical;
- Use refillable ink cartridges in the printer and recycle ink cartridges;
- Use mugs and glasses as opposed to disposable cups;
- Encourage feedback from staff on improvements and feed these into the policy;

The Company managers and directors will be responsible for implementing the above objectives, reviewing progress and continuously updating this policy as necessary. The Company will review this policy periodically.