

Environmental Policy Version 2024

People Source 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.

Key Factors

- Minimising waste by recycling paper, cardboard, plastic, tins, ink cartridges and re-selling any old office equipment.
- Use recycled paper and save electronic copies rather than hard copies of documents.
- Temperature in the office is managed effectively, we rarely use the radiators and minimise the use of air conditioning by having the windows open most of the time.
- Turn off lights and other electrical equipment when not in use and overnight. Ensure lights/heating is turned off in empty rooms).
- Use of whiteboards as opposed to flip charts and refillable/long life pens/markers.
- Purchase of environmentally friendly office supplies and cleaning products.
- 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 greener travel options and only travel when necessary.

Monitoring & 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.
- We will review this policy and any related business issues at our monthly management meetings.

Tim Allen, the Managing Director, is responsible for ensuring that the environmental policy is implemented, however, all employees have a responsibility in their area to ensure that this policy is adhered to.