



Environmental Policy

1. Policy Statement

JGA Recruitment Group Ltd recognises that all organisations have a responsibility to consider and manage the environmental impact of their activities.

While operating as a commercial, profit-making organisation, we acknowledge the environmental challenges facing society, including climate change, resource depletion, waste generation and carbon emissions. We are committed to conducting our business in an environmentally responsible manner and to promoting practical, positive action that reduces our environmental impact wherever reasonably possible.

As an office-based recruitment business, our direct environmental impact is relatively limited. Nevertheless, we recognise that improvements can be made through responsible use of energy and resources, waste reduction, sustainable travel and the adoption of efficient working practices.

This policy sets out our commitment to environmental responsibility and provides a framework for continually improving our environmental performance.

2. Purpose

- minimise the environmental impact of our business operations;
- use energy, materials and other resources efficiently and responsibly;
- reduce waste and encourage reuse and recycling;
- reduce unnecessary paper consumption;
- encourage environmentally responsible travel and commuting;
- promote environmental awareness among employees;
- comply with applicable environmental legislation and other relevant requirements; and
- continually review opportunities to improve our environmental performance.

3. Scope

This policy applies to JGA Recruitment Group Ltd and to all employees, workers and other individuals carrying out activities on behalf of the company.

All employees are encouraged to support the principles of this policy and consider the environmental impact of their day-to-day working practices.



4. Our Environmental Commitments

JGA Recruitment Group Ltd is committed to taking proportionate and practical measures to reduce the environmental impact of its operations.

4.1 Responsible Use of Resources

We will seek to minimise the unnecessary consumption of materials and resources within the workplace.

Employees are encouraged to use office supplies, equipment, water and other resources responsibly and to avoid unnecessary consumption wherever reasonably possible.

We will promote environmental awareness among employees and encourage individuals to consider the environmental consequences of their working practices.

4.2 Paper Reduction and Digital Working

We are committed to working towards a paperless office and reducing our reliance on printed documentation.

Electronic communication, document storage, recruitment systems and other digital processes will be used wherever practical, appropriate and legally permissible.

Where printing is necessary, employees are encouraged to minimise unnecessary printing and use resources efficiently.

4.3 Energy Efficiency

We are committed to reducing unnecessary energy consumption within our workplace.

Lighting and non-essential electrical equipment should be switched off when not in use and, where appropriate, at the end of the working day, overnight and during weekends and other periods when the workplace is unoccupied.

Employees are encouraged to use heating, cooling, lighting, computers and other electrical equipment responsibly.

4.4 Waste Reduction, Reuse and Recycling

We will seek to minimise the amount of waste generated through our business activities.

Where items are no longer required by the business, we will, wherever reasonably practical, consider whether they can be reused, recycled or donated before disposal.

Where recycling facilities are available, employees are expected to use them appropriately.



4.5 Sustainable Travel and Commuting

We recognise that employee travel and commuting can contribute to carbon emissions.

Where practical, we actively encourage car-sharing and other forms of lower-impact travel.

JGA Recruitment Group Ltd supports the Cycle to Work Scheme for eligible employees who wish to reduce the environmental impact associated with commuting by travelling to work by bicycle.

We will continue to encourage employees to consider environmentally responsible travel options where these are practical and appropriate.

4.6 Procurement and Suppliers

Where reasonably practical and commercially appropriate, we will consider environmental factors when purchasing goods and services.

This may include considering the durability, recyclability, energy efficiency and environmental credentials of products and suppliers alongside factors such as quality, suitability, service and cost.

5. Environmental Objectives

Our environmental objectives are to:

- reduce unnecessary consumption of paper and other office materials;
- minimise avoidable energy use;
- increase the use of electronic communication and digital processes;
- maximise opportunities for reuse, recycling and responsible disposal;
- encourage sustainable commuting and travel choices; and
- maintain employee awareness of environmentally responsible working practices.

These objectives will be reviewed periodically and may be updated as our business operations, working practices and environmental priorities develop.

6. Employee Responsibilities

Environmental responsibility is shared across the organisation. Employees are expected, where reasonably possible, to:

- switch off lights and non-essential electrical equipment when they are not required;
- avoid unnecessary printing and use digital alternatives where appropriate;
- minimise waste and make appropriate use of recycling facilities;
- use office materials and other resources responsibly;
- consider sustainable travel options where practical; and



- support the environmental initiatives introduced by the company.

Employees are encouraged to identify and suggest practical opportunities for improving the company's environmental performance.

7. Management Responsibility

Management is responsible for promoting the principles contained within this policy and ensuring that environmental considerations are taken into account, where appropriate, in operational decisions.

Management will seek to ensure that appropriate information and guidance are available to employees and will periodically consider whether additional measures could reasonably be introduced to reduce the company's environmental impact.

8. Legal and Regulatory Compliance

JGA Recruitment Group Ltd will seek to comply with all environmental legislation, regulations and other requirements applicable to its activities.

Where appropriate, the company will review its working practices in response to material changes in environmental legislation or regulatory requirements.

9. Continuous Improvement

We recognise that environmental responsibility is an ongoing process.

JGA Recruitment Group Ltd is committed to reviewing its environmental practices and identifying reasonable opportunities for improvement. As technology, working practices and environmental standards develop, we will consider measures that may further reduce the environmental impact of our operations.

10. Communication and Awareness

This policy will be made available to employees and communicated as appropriate.

Employees are encouraged to familiarise themselves with the policy and contribute to the company's environmental objectives through responsible day-to-day working practices.

Where appropriate, the policy may also be made available to clients, candidates, suppliers and other interested parties as evidence of our commitment to responsible business practices.



11. Monitoring and Review

This Environmental Policy will be reviewed at least annually, or sooner where there is a significant change to our business operations, working arrangements, relevant legislation or environmental objectives.

The review will consider whether the commitments and measures contained within the policy remain appropriate and whether further reasonable improvements can be made.

12. Approval

This policy has been approved by the management of JGA Recruitment Group Ltd and represents the company's commitment to reducing its environmental impact and promoting sustainable and responsible business practices.

Approved by	
Position	
Date	
Next Review Date	

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