

Environmental Sustainability Policy

Purpose

This policy covers all aspects of FJN Recruitment / ATDP / S3 Science Ltd Operations. We recognise that our activities have an impact on the local, regional and global environment, and therefore are motivated and committed to ensuring that we integrate sustainable practices within the core of our operations.

We endeavour to minimise our environmental negative impact and advocate sustainability to our colleagues, customers, suppliers, and business partners, and will ensure that all decisions, activities, and planning will compliment our resolve to encourage positive sustainability. All colleagues have access to this policy through our internal website and there will be further environmental resources which will accompany this policy.

This policy will be reviewed annually by the Environmental and Sustainability Management Committee.

Aims and Objectives

We see it as our responsibility to enhance environmental awareness by motivating and educating our colleagues and stakeholders. We aim to foster a philosophy of environmental responsibility into all aspects of our services. This commitment extends to all our activities which have the potential to affect the environment - wherever they take place.

1. We aim to reduce our carbon footprint and environmental impact, part of this will be to reduce our energy consumption and other valuable resources.
2. We aim to reduce waste by increasing the amount that we recycle in all FJN Recruitment / ATDP / S3 Science offices, and sustainably disposing of other non-recyclable materials.
3. We aim to reduce our carbon transport emissions by increasing and encouraging the use of car sharing including low emission pool cars and public transport.
4. Aim to meet all regulatory and legislative requirements relevant to our business activities by implementing environmental management systems and training programmes across all sites.

Our policy is to:

- Support and comply with or exceed the requirements of all relevant UK environmental legislation and regulations regarding business.
- Meet our Duty of Care requirements by reducing our waste, promote reusing and recycling, of equipment, materials and general waste.
- Ensure Management and colleagues are aware of environmental issues and legislation surrounding business environmental policies and procedures.
- Promote green awareness and respect for the environment, through management and colleague communication channels.
- Always to make use of recycling schemes by the printer manufacturers (to recycle toner cartridges and drums)
- Buy recycled products where possible. We will endeavour to switch all publications and general office papers to 100% post-consumer waste recycled papers, any additional purchasing costs will be balanced

against reduced consumption. When purchasing other items of office equipment, recycled options will be considered.

- Promote efficient use of energy, water, raw materials and other resources, along with reducing our emissions in order to conserve supplies and minimise our consumption of natural resources, particularly those that are non-renewable.
- We aim to reduce our environmental impact and Carbon Footprint by reducing our consumption of energy and other linked resources.
- To reduce business transport emissions by investing in more efficient fleet vehicles and reducing business mileage.
- Encourage our suppliers to adopt sound environmental practices and take steps towards more 'green' procurement.
- Seek to purchase fair-trade, organic and environmentally sound goods.
- To strive to achieve practices that will help with our commitment to environmental management, such as the Environmental Savings and Opportunities (ESOS) recommendations which have followed our recent registration with the scheme

Sustainability in Practice

We will continuously strive to reduce negative effects on the environment and to improve our environmental performance wherever possible; we are committed to reducing our carbon footprint.

Reduce, Reuse, Recycle

FJN Recruitment / ATDP / S3 Science will endeavour to:

Reduce

- Seek to ensure all our printing and photocopying is double-sided and only printing where essential
- Encourage customers to job search electronically, and make them mindful of wasteful processes and procedures within office based activities
- Reduce the need for movement of people by road. Encouraging and supporting the use of public transport, car sharing, walking and cycling as alternatives to the use of private vehicles. Avoid unnecessary travel by making use of instant messaging, video and audio conferencing, telephone and email
- Reduce our carbon footprint/greenhouse gas emissions, and monitor this year on year
- Keep energy usage low. For example, making use of low energy light bulbs throughout and using schedules to ensure computers are shut down after work
- Non-essential documents and emails will not be printed, we will encourage this by advocating the 'Think Before Printing' campaign in our email signatures

Reuse

- Re-use wherever possible by trying to find a second life for items, especially paper, office stationery, and furniture
- Re-use envelopes and packaging where possible and promote scrap paper being used for draft copies and printing
- Encourage the use of kitchen crockery and glassware, rather than plastic or paper kitchenware

Recycle

- Recycling within the office will include all paper, card, glass, tin and plastics, and aim to provide all of our delivery centres with recycling bins, where possible.
- Recycling Inkjet cartridges through a charitable organisation, or alternatively posting them back to our supplier for refill
- If office furniture or IT equipment is being replaced then seek to have those items reused or recycled
- Actively promoting corporate and social responsibility by supporting recycle schemes, charity organisations, and volunteering events Future plans All colleagues are responsible for working towards the objectives contained within this policy. Many environmental initiatives make sound commercial sense and will generate cost savings within an organisation that could provide funding for those areas where increased costs are a possibility or investment is required to reap the rewards over an extended period. FJN Recruitment / ATDP / S3 Science Ltd has establish targets to measure the continuous improvement in our environmental performance which will be regularly reviewed and updated.
- Benchmarks have been set to measure our progress
 - 10% Reduction in business mileage
 - 5% Reduction within energy use
 - 10% reduction in paper use
 - 10% reduction in printer toner and inkjet
 - Our success will be measured against these objectives on an annual basis
 - Colleagues will be kept aware and informed of their environmental roles and responsibilities
- Encouragement and support will be given to use public transport
- Progress towards sustainable development through its Environmental (Governance) Committee will be monitored and reported on
- Waste and carbon emission goals will be monitored
- Car sharing and business mileage for all colleagues in both own and pool cars will be recorded and monitored Related policies, procedures or reference points include: UK/Europe Environmental Legislation UN Global Compact Principles – 7/8/9 (Environment) Cycle to Work Scheme Reporting & Communication Sustainability activity undertaken by FJN Recruitment / ATDP / S3 Science Ltd will be reported to The Board on an annual basis. Sustainability activity and goals will also be publicised through internal and external communications to our employees, customers and suppliers.