



Step Ahead Environmental Management Policy Statement

We recognise the importance of environmental protection and are committed to operating the business responsibly and in compliance with all legal requirements relating to the provision of corporate recruitment and training services.

It is our declared policy to operate with and to maintain good relations with all regulatory bodies.

Our objective is to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- a) Assess and regularly re-assess the environmental effects of the organisation's activities
- b) Training of employees in environmental issues
- c) Minimise the production of waste
- d) Minimise material wastage
- e) Minimise energy wastage
- f) Promote the use of recyclable and renewable materials
- g) Reduce and/or limit the production of pollutants to water, land, and air
- h) Minimise the risk to the general public and employees from operations and activities undertaken by the organisation

This policy is communicated to all employees, suppliers and sub-contractors and is made available to the public via the Step Ahead website.

Policy

We are continuously seeking ways in which to help protect the environment.

We achieve this by adhering to the following environmental principles:

- Ensuring that all resources are used efficiently and effectively
- Making purchases which are produced utilising the least environmentally damaging methods
- Utilising suppliers who contribute to our own environmental objectives
- Recycling waste where possible and re-using materials e.g., paper, toner cartridges, etc
- Actively conserving energy and promoting energy efficiency
- Recognising and responding to climate change issues
- Actively encouraging a "green economy" within our workforce
- Working remotely and only travelling for work related reasons where needed
- Ensuring that all environmental legislation is complied with or exceeded
- Continually monitoring our environmental impact and seeking ways to improve

Signed: Name: Jackie Bedford **Position:** Chief Executive Officer

Reviewed: September 2022