

## Balance Recruitment Environmental Policy

Balance Recruitment believes that we have a responsibility to care for and protect the environment in which we operate. We are fully committed to improving environmental performance across all of our business activities, and will encourage our business partners and members of the wider community to join us in this effort.

Balance Recruitment recognises our key impacts to be in the areas of:

- energy use
- paper use
- waste generation
- emissions to air/water
- water use
- transport

We will strive to:

- Adopt the highest environmental standards in all areas of operation,
- Assess our organisational activities and identify areas where we can minimise impacts.
- Minimise waste through careful and efficient use of all materials and energy,
- Purchase sustainable products wherever feasible,
- Publicise our environmental position,
- Train employees in good environmental practice and encourage employee involvement in environmental action,
- Reduce risks from environmental, health or safety hazards for employees and others in the vicinity of our operations,
- Aim to reduce pollution generation from transport through development of a sound transport strategy,
- Aim to include environmental and ethical considerations in investment decisions where appropriate,
- Engage suppliers who advertise their environmental position and performance, and ensure they are relevant to the social, ethical and environmental issues and risks relevant to their operations, products and services,
- Assist in developing solutions to environmental problems,
- Continually assess the environmental impact of all our operations.

Balance Recruitment has developed a series of action plans to supplement each of our environmental policy objectives. These can be found as part of our Environmental Management Plan. We will periodically review performance and publish these results on our website.