

## **Environmental Policy**

### General

Heyman Woodworth (HW) is committed to conducting its business in a manner that is professional and ethical whilst at all times paying attention to its environmental responsibilities. These responsibilities will be discharged by:

- Compliance with all relevant legal and statutory requirements, codes of practice and regulations.
- The organisation of our operations in order to minimise pollution and disturbance to our neighbours and the general public.
- The efficient use of resources and materials with particular regard to the long term sustainability of consumable items.
- The establishment and maintenance of management structures within our company and divisions with specific responsibility for the implementation of environmental policy.
- Regular management reviews of the content and implementation of environmental policy with the objective of achieving best policy at all times.

### Commitment

HW is committed to environmental protection and to the company's environmental policy. The policy is implemented in all that we do, through the aims and objectives clearly stated in this policy document.

The objectives set out in this policy will not be achieved *in toto* without the full co-operation of our staff as well as the involvement and support of our clients, our business associates and our candidates. Such co-operation and support is required from all HW staff and requested from all those with whom we interact.

### Environmental Aims and Objectives

As a leading specialist recruitment firm, operating nationally and internationally, we recognise the part we can play in the protection of the environment in which we live and work. Wherever possible we promote the use of sustainable resources, and the adoption of related working practices, whilst going about our day-to-day activities. In our capacity as a business and an employer, we aim to:

- Ensure the effective management and utilisation of resources thus reducing our impact on the natural environment.
- Foster employees' environmental awareness and concern, and integrate environmental management into training.
- Encourage the participation of our staff, candidates, suppliers and clients in our environmental goals.
- Seek to identify new ways of working that will enhance effectiveness while further reducing environmental impact.

### Management Activities

If HW is to achieve 'environmental best practice' at all times, specific processes must be in place and easy to follow without detracting from our operational effectiveness. These relate to the need to:

- Seek to prevent pollution, through forward planning/co-ordination of travel, selection of appropriate recycling or disposal options, and measures to reduce energy consumption.
- Seek to minimise waste and to eliminate unnecessary waste.
- Identify and manage environmental risks and hazards.
- Regularly review standards against evolving best practice benchmarks.
- Provide prompt responses to any externally-generated environmental incidents or emergencies that impact our work and our lives.
- Encourage our stakeholders to respond actively to government and other responsibly generated environmental initiatives.

