



**Environmental  
&  
Sustainability  
Policy**

## **ENVIRONMENTAL & SUSTAINABILITY POLICY**

### **Policy Principles**

TPP will conduct its business and embrace its social responsibility in a manner that protects the environment and the health and safety of employees, customers and the public. TPP are committed to making sustainability a core part of the way we conduct ourselves and our business as well as being committed to adopting environmental best practice, to conserve resources and prevent pollution whilst complying with relevant legislation.

TPP is a recruitment consultancy with core values that promotes positive action.

### **Compliance**

By operating in accordance with all applicable environmental, health and safety laws and regulations, as well as other relevant standards to which an individual business may voluntarily subscribe.

### **Risk Reduction**

By designing our facilities and conducting our operations to minimize risk to our employees and the communities in which we operate.

### **Improved Performance**

By conducting periodic environmental, health and safety evaluations and continuously improving our associated operations and management systems.

### **Corrective Action**

By promptly correcting conditions caused by operations that we consider of concern to human health and safety or the environment and, to the extent feasible, remedying any harm caused.

### **Pollution Prevention**

By working to minimize waste, fostering materials recycling and reuse, and disposing of remaining wastes utilizing safe and responsible methods.

### **Resource Conservation**

By considering the conservation of natural resources, improvements in energy efficiency and the use of sustainable energy resources during project planning.

## **Employee Awareness**

By informing, training and motivating employees to carry out their responsibilities in a safe and environmentally responsible manner:

- Encouraging staff to walk or cycle to and from work. TPP has no company car fleet and use public transport to visit our UK based clients;
- TPP promotes a healthy work/life balance including having permanent staff who work part time and from home;
- TPP staff are given 5 extra days leave a year to volunteer and if an employee has been working at the company for 2 years or more they can apply for one week paid holiday to volunteer on an international project;
- Providing appropriate training and resources to our employees to fulfill our environmental objectives and obligations;
- Creating social engagement opportunities that provide benefit to our industry and our community as a whole.

## **Business Awareness**

- Develop and implement an appropriate Environmental & Sustainability Policy;
- TPP acknowledges that it has a responsibility to minimise the use of materials in the workplace and educate staff to be more responsible towards energy consumption and follow environmental best practice in their day-to-day work;
- TPP is committed to utilising recycled materials encouraging business partners to do likewise;
- TPP is striving towards a paperless office and is dedicated to electronic means of communication where legally permissible;
- All lighting and non-essential electrical equipment will be switched off when not used and at night and on the weekends;
- The recycling of waste is constantly adhered to;
- IT equipment is reused where feasible, or donated to charities;
- All paper based products will be recycled;
- Printer cartridges will be recycled;

## **Public Awareness**

By making this policy available to the public and informing customers, neighbours and appropriate governmental officials of any significant environmental, health or safety aspects of our operations in a timely manner.

## **Objectives**

TPP seeks to develop an ethos of environmental responsibility in all its employees and management. We recognise that we have a role to play in ensuring that we manage our environmental impacts and as such are committed to the adoption of environmentally responsible policies and practices throughout our organisation.

We understand the need to contribute to local, regional, national and global levels to the sustainable use of natural resources and recognise that environmental improvements go in tandem with reduced costs and increased efficiency.

TPP is committed to minimising its impact on the environment through a programme of continuous improvement focusing on the following:

- waste reduction and responsible destruction practices;
- recycling of materials;
- minimising consumption of energy and other natural resources;
- improve the working environment and complying with and where possible, exceed in complying with all UK and EU legislation;
- purchase products that have the least impact on the environment;
- establish partnerships with like-minded suppliers and with the local community;
- maximise the use of e-technology to reduce paper usage throughout the business.

## **Implementation**

TPP communicates openly our policy and objectives to our employees, clients, contractors, and the public in order to enhance their awareness of our ongoing commitment to responsible environmental management. TPP advocates that its clients take climate control seriously and maintain a sense of responsibility and best practice with environmental issues.

TPP conducts a self-evaluation of our performance in implementing these principles and in complying with all the applicable laws and regulations.

The Company's Environmental & Sustainability Policy will be reviewed annually.

### **Current Initiatives:**

- the recycling all paper (using the services of OfficeTeam);
- the recycling of all Printer Toner Cartridges (donated to various charities and the Recycling Factory);
- ordering Eco Friendly Tea, Coffee through Kafedirect;
- ordering kitchen supplies (e.g. dishwasher tablets, washing up liquid, etc) through Ecover;
- recycling old office furniture and equipment through a company called 'Offers' - for a small collection fee, Offers recycle the furniture by passing it on to needy causes;
- TPPs IT department donate old computer equipment including screens, desktops and peripherals for redistribution and also are part of the World Community Grid, donating spare processor time for research projects from clean energy, to aids and cancer.
- Monthly employee campaigns to cut down use of paper by using electronic communication methods.

### **Respecting Others**

It is our policy to foster an environment of dignity and mutual respect for all individuals.

Every employee has a different background and experiences and therefore can make unique contribution to the business. We take every possible step to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based only on objective and job related criteria - in this way we can ensure that the talents and skills of all our employees are fully utilised.

We are committed to a programme of action to make our equal opportunities policy fully effective. Some of the organisations TPP is involved with include Third Age Employment Network, Opportunity Now, The Disability Rights Commission, Race for Opportunity.