Company Name:	Halecroft Recruitment (“the Company”)
Model Policy Name:	Environmental Policy

Environmental Policy

Date: 1st October 2026

The Company recognises and understands the importance of protecting the environment in which we operate. We are fully committed to minimising the impact that running our business has on the environment and we encourage our clients, suppliers, and other stakeholders to do the same.

The Company is aware that our business activities result in emissions to air/water, the use of energy and water, the generation of waste, and we will comply with all relevant legislative, regulatory, and other environmental requirements to act in a socially responsible manner, and we will strive to continuously improve our environmental performance.

The Company will aim to:

1. Purchase of environmentally friendly office supplies and cleaning products.
2. Minimising waste by implementing recycling.
3. Reducing the temperature in the office.
4. Turn off lights and other electrical equipment when not in use and overnight. Ensure lights/heating are turned off in empty rooms where possible (perhaps use sensors).
5. Use of whiteboards as opposed to flipcharts and refillable/long life pens/markers.
6. Use recycled paper and save electronic copies rather than hard copies of documents.
7. Print on both sides of the paper and use scrap paper where practical.
8. Use refillable ink cartridges in the printer and recycle ink cartridges.
9. Use mugs and glasses as opposed to disposable cups.
10. Look at staff travel and encourage greener options e.g., car sharing, the use of public transport, bike to work schemes etc. Look at whether any company vehicles are environmentally friendly.

Tricia Bullman – CEO, Founder & Specialist Recruiter will be responsible for implementing the above objectives, reviewing progress, and continuously updating this policy as necessary. The Company will review this policy periodically and publish the results to staff.

1st October 2026