

# Environmental Policy

<b>Document Name</b>	Environmental Policy		
<b>Document Ref.</b>	ENVPOL01	<b>Version No.</b>	1.11
<b>Executive Owner</b>	Chief Operating Officer		
<b>Policy Owner</b>	Internal Compliance Manager		
<b>Approval &amp; Sign off</b>	Implementation & Operations Director		
<b>Approval Date</b>	March 2024	<b>Next Review Date</b>	December 2024
<b>Associated Policies/Documents</b>	ENVPR01 Environmental Aspects Management Procedure ENVPR02 Control of Waste Procedure		
<b>Document Status</b>	Draft	<b>Approved</b>	Archived
<b>Data Classification</b>	Public	<b>Confidential</b>	Restricted

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## **1. ABOUT THIS POLICY**

1.1.1. Sanderson Solutions Group Plc and its associated and subsidiary companies (together “the Company,” “Group” or “we”) recognises and understands the importance of protecting the environment in which we operate. We are fully committed to minimising the impact running our business has on the environment and we encourage our clients, suppliers, and other stakeholders to do the same.

1.1.2. The Company is aware that its business activities result in various environmental impacts and will comply with all relevant legislative, regulatory, and other environmental requirements to act in a socially responsible manner. We will strive to continuously improve our environmental performance.

## **2. WHO MUST COMPLY WITH THIS POLICY**

2.1.1. This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners, sponsors, or any other person associated with us, wherever located (collectively referred to as “workers” in the remainder of this policy).

2.1.2. This policy does not form part of any employee’s contract of employment, and we may amend it at any time.

### 3. WHO IS RESPONSIBLE FOR THIS POLICY

3.1.1. The Senior Management Team has overall responsibility for this policy, and for reviewing the effectiveness of actions taken in response to concerns raised under this policy.

3.1.2. The Internal Compliance Manager has day to day responsibility for ensuring the aspects of this policy are adhered to, in accordance with the companies ISO 14001 Environmental Management System.

### 4. ENVIRONMENTAL AIMS

4.1.1. The Company aims to:

1. Minimise the use of natural resources.
2. Minimise the generation of waste and implement/promote recycling.
3. Minimise pollution and promote greener transport options.
4. Purchase and promote the use of greener office and cleaning products.
5. Consider the environmental impact of any business decisions made.
6. Inform and encourage staff at all levels to act in an environmentally responsible manner and provide training where necessary.
7. Encourage feedback from staff on improvements and feed these into the policy.
8. Designate appropriate resources to implement, monitor and continuously improve this policy.
9. Make this policy available to any interested external parties and to employees; and
10. Continually improve and monitor the environmental performance of the Company and report these to interested parties.

### 5. GENERAL

5.1.1. The Company is accredited with **BS EN ISO 14001:2015** and our primary objective is to ensure provision of services that consistently meet (if not exceed) customer requirements and expectations. Secondary objectives are to reduce the risk of pollution arising through our processes and commit to recycling material and using recycled materials wherever possible.

5.1.2. To assist in achieving this objective we use a Quality Management System consistent with the requirements of **ISO 9001:2015** which is continually monitored and reviewed for its applicability and effectiveness through a programme of internal auditing, management review and the analysis of performance against a set of predefined objectives.

5.1.3. The Company is accredited with **ISO 14001:2015 Environmental Management Systems** and fully complies with the standards required. The company operates under a *ENVPR01 Environmental Aspects Management Procedure*.

5.1.4. The Company has also committed to and published its Climate Control Pledge see [section 9](#) and & Carbon Reduction Plan, see [section 10](#).

## 6. WASTE

6.1.1. The Company attempts to reduce the creation of waste by the adoption of waste-saving initiatives such as accepting CVs in electronic format and producing electronic invoices wherever possible. When we do produce waste, we ensure we recycle. Materials we recycle include paper (through certified recycling); cartridges; plastics; cans; glass; cardboard and food waste.

6.1.2. Waste transferred off the premises is undertaken in accordance with Waste Regulations with declarations being obtained by way of transfer, or consignment note from each of our waste couriers. Reference *ENVPR02 Control of Waste Procedure*.

## 7. ENERGY

7.1.1. The Company is aware of the importance of efficient and cost-effective energy solutions to reduce the overall impact on the environment. Therefore, we are always striving to reduce our energy usage.

7.1.2. We ensure:

- All monitors are flat screen instead of CRT.
- We run a terminal server environment ensuring less power usage than PC's.
- All equipment is switched off when not in use to save energy.
- All lighting is movement activated, ensuring lights are not left on when not in use.
- Our fridges are A-Rated and thus emit less CFC's.
- Staff are encouraged to save energy wherever possible.

## 8. VERSION & REVIEW HISTORY

Version	Change Owner	Change Date	Change Description
1.0	Unknown	Unknown	New Doc
1.1	Anya Burton	01/05/2016	New format
1.2	Alex Bolland	01/04/2018	Review
1.3	Gerri Hill	19/06/2019	Review
1.4	Richard Hoyle	22/11/2019	Rebrand
1.5	Anya Burton	30/06/2020	Review and change of Policy Owner
1.6	Nicky Garratt / Anya Burton	02/12/2021	Review, change of Executive and Policy Owners, update to para 5 to reference Climate Control Pledge, update to para 6 to extend list of recycled materials.
1.7	Ginny Starbuck	22/03/2022	Update name of paper recycling company in para 6.
1.8	Nicola Price	18/08/2022	Update to climate pledge for 2022 in section 9. Added references to related ENV procedures. Reformatting of doc. Addition of contents page, doc ref number & paragraph numbering.
1.9	Nicola Price	17/10/2022	Update to climate pledge section 9
1.10	Nicola Price	13/12/2022	Update to climate pledge to reference UK & Ireland
1.11	Nicola Price	19/12/2023	Update to section 9 climate pledge and addition of section 10 carbon reduction plan Additional responsibility added for internal compliance manager. Annual policy review completed Change to doc. Reference number and those of related documents

## 9. CLIMATE CHANGE PLEDGE

### Climate Control Pledge 2023

Sanderson Solutions Group take our corporate responsibility as a global business to fight climate change of paramount importance. We are committed to achieving Net Zero by 2050. To ensure we meet this target we have invested in a global programme to monitor and reduce our carbon footprint. We have partnered with Green Element to establish our current global footprint

and review the impactful actions we can take. Our first milestone in our carbon pledge was to have our targets certified and join the community of business's taking part in the Science Based Targets Initiative which we achieved in June 2022. We are one the first recruitment businesses in the UK & Ireland to join the SBTi, leading the way in environmentally conscious companies.



**Our Emissions can be viewed below.**  
**As our programme progresses further updates will be visible.**

### Environmental Matters

The below table and supporting narrative summarise the Streamlined Energy and Carbon Reporting (SECR) disclosure in line with the requirements for a "large" group, as per The Companies (Directors' Report) and Limited Liability Partnerships (Energy and Carbon Report) Regulations 2018.

Current Reporting Year	01 July 2019 - 30 June 2020	01 July 2020 - 30 June 2021	01 July 2021 - 30 June 2022	01 July 2022 - 30 June 2023
Location(s) covered by scope	UK & Ireland	UK & Ireland	UK & Ireland	UK & Ireland
Emissions from combustion of gas (tCO2e) (Scope 1)	14.06	14.26	32.84	19.17
Emissions from purchase of electricity (tCO2e) (Scope 2)	27.37	32.32	44.64	52.36
All indirect emissions (not included in scope 2) that occur in the value chain of the reporting company, including upstream and downstream emissions (15 categories) (Scope 3)	495.86	228.99	179.22	571.23
Total gross emissions based on the above (tCO2e)	537.29	275.57	256.70	642.76
Intensity ratio 1: tCO2e (gross Scope 1,2 + 3) / per full-time employee	3.47	1.29	1.22	1.16

### Emissions Reduction Targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets:

- Employee Commuting - Encouraging alternative transport forms
- Business Travel - Introducing a travel policy, avoiding travelling where possible, using alternative transport forms & choosing airlines with lower emissions
- Electricity Usage - Switching to 100% renewables and encouraging energy efficiency at all Sanderson offices
- Food and Drink - Purchasing sustainable and plant-based food

We project that carbon emissions will decrease over the next ten years with a reduction of 42%

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## 10. CARBON REDUCTION PLAN

10.1.1. See the [Sanderson Carbon Reduction Plan](#) for further information

GHG Emissions Category	Activity Category	Actions	Potential Impact
Scope 1	Gas	Switch to alternative sources of heat in offices, e.g., heat pumps or other electrical heaters powered by renewable electricity.	Heat pumps that are powered by a renewable energy source would completely eliminate all scope 1 GHG emissions.
	Gas	Maximise energy efficiency by only heating rooms when necessary and regularly servicing boilers.	This will reduce overall kWh consumption and therefore carbon emissions
Scope 2	Electricity	Switch to a 100% renewable electricity tariff in all offices.	This would eliminate all scope 2 GHG emissions
	Electricity	Maximise energy efficiency in offices with LED lighting, motion sensors and building management systems	This will reduce overall kWh consumption and therefore carbon emissions
Scope 3	Commuting	Encourage the use of public transport and cycling over cars for employee commuting	These steps would contribute to the reduction of commuting emissions which was a carbon hotspot in both reporting years. Cars emit 69% more CO <sub>2</sub> e than buses and 456% more than national rail per passenger.km.
	Commuting & Business Travel	Introduce a salary sacrifice scheme that incentivises the purchase/lease of electric vehicles for employees' commute	Battery powered electric vehicles have no tailpipe emissions and if powered by 100% renewable sources of electricity release 0tCO <sub>2</sub> e per km travelled
	Business Travel	Introduce a travel policy that reduces the number of flights taken by assessing their necessity before booking	Air travel in 2020/21 was completely eliminated; a 35.9 tCO <sub>2</sub> e reduction (19% of all business travel)
	Business Travel	Encourage the use of rail travel over driving for business trips.	If 50% of all expensed mileage was converted to rail travel it would reduce total business travel emissions by 13% (2019/20).
	Business Travel	Eliminate the use of domestic flights for business travel.	Carbon emissions per passenger.km are 83% lower if taken by national rail
	Food and Drink & Commuting	Improve data capture on commuting behaviour and food and drink purchases	This will significantly improve the accuracy of the accounting of these two hotspots and allow for more informed recommendations.