



Highgrade Recruitment Ltd

Environmental Policy

Highgrade Recruitment is fully committed to protecting and reducing its impact on the environment and wider community. Highgrade is fully committed to be an environmentally friendly organisation. As part of its Environmental Management System (EMS) a transparent plan to be carbon neutral by 2050 is in place. This Environmental Policy and Carbon Reduction Plan (CRP) has been written to take account of routine operational systems, the infrastructure and any effects that it may have. The management system in place ensures the minimisation of waste, pollution and energy. We are conscious of our footprint!

Highgrade has unique headquarters, we have an insulated container which is situated on private land and run solely on electric. Future solar installations will see the operation completely self sufficient.

Highgrade are committed to raising the awareness of its environmental responsibilities amongst staff and clients. The policies are publicly promoted on the website for anyone to see and copies sent directly to all staff, communication with staff and colleagues makes commitment to net zero completely transparent.

Highgrade are committed to minimising the use of energy, water and consumption of goods and services.

Highgrade are committed to minimising the environmental impact of its staff modes of transport.

How this will be achieved:

- Permanent office staff and managing director live within 3 miles of the office, currently underway are negotiations to engage in the cycle to work scheme. We have a local cycle supplier that is onboard with the scheme, which will reduce the office staff vehicle emissions, this will be completed by 2024. Furthermore office staff have pledged to purchase electric vehicles before 2030, Highgrade is currently researching lease hire electric company vehicles to ensure this can happen.
- Heat, light and energy use is already minimalised, we will have LED lighting, and a fully insulated office container, the rent includes water rates. Once the solar system is complete, the office will be run fully self sufficiently. Currently there is a small amount of electricity use and IT, i.e. 2x desktop computers, 1 x printer, 2 x LED strip lights, 1 x small fridge and heating, KW/per hr is very low.
- 'Switch off Policy' All electric points are turned off after use, the office is open daytime hours only.
- Composting toilets, this system has been in place since 2021, this system uses zero water and any waste is turned into compost through a natural environmentally friendly process, it has zero effect and the waste is returned to the land.

- Drinking water is supplied from filtered bottles which are 100% recycled, we are currently researching a sustainable bottle free water coolers system to reduce the purchase of single use plastic.
- Mains supply water has minimal use for hand washing and cleaning only.
- Daily consumables are purchased from a stores that are situated within 1 mile of the office, food and waste is recycled. Purchases are made for Highgrade during the Managing Directors personal shop.
- Cleaning products are ethically sourced, eco friendly and refillable, reducing the single use plastic and supporting environment. Office staff have pledged their own policy to bring their own daily requirements from home as we are committed to healthy eating and home prepared food.
- Office consumables like paper and ink are ethically sourced, purchased in bulk from one supplier, reducing the transportation of goods and waste is recycled, ink cartridges are collected by an ink recycling company, empty cartridges are currently stored and collected for at least 2 years. Currently 4 orders per year are made, this can be reduced so we minimise the transportation of supplies, more space will be required for storage, this is part of the EMS.
- As a SME we have the privilege of supplying schools with local staff and strive to keep staff transport to a minimum, one of our unique selling points is that we promote local staff to local clients, reducing travel distances to a minimum where possible.
- A recent in house survey has shown that our staff are already committed to their own footprint reduction, most have small cars (up to 1.4ltr engine size), some have hybrid and fully electric vehicles and some use a cycle where possible.

We will continue to reduce our impact, we will use this baseline and reporting year to measure and identify savings where possible and wherever we can make improvement with the overall goal to be zero by 2050. We are committed to ISO 14001-Environmental and ISO 45001 Occupational Health Management to continue to identify hazards and health & safety. This will reduce our operation costs, grow our client base, gain external recognition, co-ordinate future improvements and we will continue to gain and edge over our competitors, improve public reputation and raise awareness of our ethical and environmental commitment.

Signed off by senior management

August 2023

Review date

March 2024

Update March 2024

A bid has been submitted into Caerphilly County Borough Council for April 2024 Match Funding Grant Scheme. This will see Highgrade expand into a completely self sufficient business.