



Environmental, Corporate & Social Responsibility Policy

We recognise that our operations have an effect on the local, regional and global environment.

As a consequence of this, the Company is committed to continuous improvements in environmental performance and the prevention of pollution.

Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

As part of our continuing drive for quality in all things we do, we have developed a policy statement which will enable us to set targets by which our efforts towards sustainable environmental improvement can be measured and monitored on a regular basis.

We have undertaken to help every employee to understand and to implement the relevant aspects of the policy in their day-to-day works through the regular communications of this policy and its objectives. Sure Start Staff Limited and all affiliated Companies are committed to minimising the impact of its operation on the environment by means of a programme of continuous improvement.

In particular:

1. To meet and where appropriate exceed the requirement of all relevant legislation.
2. To promote recycling and the use of recycled materials, while reducing consumption of materials wherever possible.
3. To minimise waste in all operations and product development
4. To work with all company suppliers to minimise the impact of their operation on the environment through a quality purchasing policy.
5. To include environmental issues in company training programmes and encourage the implementation by all company Employees of sound environmental practices.
6. To monitor progress and deliver environmental performance where necessary.
7. The Senior Management are committed to the implementation of this policy and give full backing to all those authorised to carry it out.

Carbon and Emissions

Major Recruitment Limited is committed to reducing its environmental impact, where practicable. Carbon reducing measures will form part of our policy and will help to improve operational performance and a reduction in potentially harmful emissions to land, water, and air.

To help achieve carbon neutrality, the Company will;

- Comply with all current energy legislation, seeking to meet or better legislative targets
- Minimise waste; promote recycling, and the use of recycled products to help reduce the amount of waste sent to landfill
- Promote environmental awareness and responsibility amongst employees and others and seek to continuously improve Company environmental performance
- Actively promote "telephone conferencing" as a means of reducing travelling.

Actions developed to date include;

- Vehicle sharing policy
- The assessment and procurement of fuel-efficient vehicles

This policy clearly identifies the responsibilities and procedures for achieving the Company's stated objectives in all aspects of its activities leading to improved environmental performance, including reductions in both CO₂, and methane emissions.



Corporate & Social Responsibility

We recognise that our social, economic, and environmental responsibilities are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

We take seriously all feedback that we receive and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy. We shall be open and honest in communicating our strategies, targets, performance, and governance in our continual commitment to sustainable development.

The Senior Management Team is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. However, the responsibility for our performance to this policy rests with all employees throughout the company.

Our Partnership Focus

Sure Start Staff Limited is focused on improving the quality of life within our local and wider communities.

Integration between Sure Start Staff employees and local action/charity groups is actively promoted, along with a broader perspective on our daily actions – business and personal.

The partnership focus pledge:

- We shall strive to improve our environmental performance through implementation of our Sustainable Development Plan and Environmental policies;
- We shall ensure a high level of business performance while minimising and effectively managing risk;
- We shall encourage dialogue with local communities for mutual benefit;
- We will register and resolve customer complaints in accordance with our published customer service and complaints procedures;
- We shall support and encourage our employees to help local community organisations and activities in our region;
- We shall operate an equal opportunities policy for all present and potential future employees;
- We will offer our employees clear and fair terms of employment and provide resources to enable their continual development;
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement;
- We shall provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment;
- We shall provide, and strive to maintain, a clean, healthy and safe working environment;
- We shall uphold the values of honesty, partnership and fairness in our relationships with stakeholders;
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship;
- We will operate in a way that safeguards against unfair business practices;
- We shall encourage suppliers and contractors to adopt responsible business policies and practices for mutual benefit.