

# Sexual Harassment Policy 2025



## Environmental Policy

## 1. Purpose

Val Wade Recruitment Ltd recognises its responsibility to minimise its environmental impact and continuously improve its environmental performance as an integral part of our business strategy and operations.

This policy sets out our environmental commitments and the framework we will use to:

- Reduce pollution and waste
- Use resources efficiently
- Protect biodiversity where we operate
- Implement and deliver our Carbon Neutral Plan

## 2. Scope

This policy applies to:

- All operations, sites and activities controlled by Val Wade Recruitment Ltd
- All employees, workers, contractors, temporary staff and volunteers
- Any third parties acting on behalf of Val Wade Recruitment Ltd , where practical and contractually possible

It covers both day-to-day operations and strategic decision-making, including procurement, travel, investments, and service delivery.

### 3. Our Environmental Commitments

## Val Wade Recruitment Ltd will:

## 1. Comply with legal and other requirements

- Meet or exceed all applicable environmental legislation, regulations and codes of practice.
- Monitor changes in legislation and update our practices accordingly.

## 2. Prevent pollution

- Avoid or minimise emissions to air, land and water from our activities.
- Reduce noise, light and other forms of pollution wherever possible.

### 3. Reduce resource use and waste

- Use energy, water and raw materials efficiently.
- Minimise waste generation, prioritising prevention, reduction, reuse and recycling over disposal.
- Manage hazardous waste safely and responsibly.

<p><b>4. Responsible procurement</b></p> <ul style="list-style-type: none"> <li>Consider environmental and social factors when selecting suppliers, products and services.</li> <li>Encourage suppliers and partners to adopt sustainable practices.</li> </ul> <p><b>5. Biodiversity and local environment</b></p> <ul style="list-style-type: none"> <li>Consider local biodiversity and ecological impacts when planning activities, projects or developments.</li> <li>Support initiatives that enhance green space and biodiversity where feasible.</li> </ul> <p><b>6. Awareness and training</b></p> <ul style="list-style-type: none"> <li>Provide employees with appropriate environmental information and training relevant to their role.</li> <li>Encourage suggestions from employees to improve environmental performance.</li> </ul> <p><b>7. Continuous improvement</b></p> <ul style="list-style-type: none"> <li>Set objectives and targets, monitor performance, and review this policy regularly.</li> </ul> <p><b>4. Carbon Neutral Plan Implementation</b></p> <p>Val Wade Recruitment Ltd is committed to working towards <b>carbon neutrality</b> by <b>[target year]</b>. To achieve this, we will develop and implement a structured <b>Carbon Neutral Plan</b>, which will be integrated into our business planning and reviewed annually.</p> <p><b>4.1 Carbon footprint measurement</b></p> <p>We will:</p> <ul style="list-style-type: none"> <li>Calculate our organisational carbon footprint annually, covering as a minimum: <ul style="list-style-type: none"> <li>Scope 1: Direct emissions from owned or controlled sources (e.g. gas boilers, company vehicles).</li> <li>Scope 2: Indirect emissions from purchased electricity, heat or steam.</li> <li>Scope 3 (where feasible and material): Indirect emissions from business travel commuting, purchased goods and services, waste disposal and other relevant sources.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Use recognised methodologies and emission factors.</li> <li>Maintain transparent records of assumptions, data sources and boundaries.</li> </ul> <p><b>4.2 Reduction strategy</b></p> <p>Our primary focus will be to <b>avoid and reduce emissions</b> before considering any offsetting. Key actions may include:</p> <ul style="list-style-type: none"> <li><b>Energy use and buildings</b> <ul style="list-style-type: none"> <li>Improve building insulation, heating and cooling efficiency.</li> <li>Implement smart energy management systems and behavioural campaigns.</li> <li>Transition to energy-efficient lighting and equipment (e.g. LED, A-rated appliances).</li> </ul> </li> <li><b>Electricity and heat supply</b> <ul style="list-style-type: none"> <li>Switch to certified renewable electricity tariffs where available.</li> <li>Explore on-site generation (e.g. solar PV) and heat decarbonisation solutions.</li> </ul> </li> <li><b>Travel and transport</b> <ul style="list-style-type: none"> <li>Minimise business travel and promote remote meetings where appropriate.</li> <li>Favour public transport and active travel (walking, cycling) over car use.</li> <li>Introduce low-emission or electric vehicles into the fleet and encourage low-carbon commuting (e.g. cycle-to-work schemes, season ticket loans).</li> </ul> </li> <li><b>Procurement and services</b> <ul style="list-style-type: none"> <li>Factor carbon intensity into purchasing decisions, favouring low-carbon products and services.</li> <li>Work with key suppliers to understand and reduce emissions in our supply chain.</li> </ul> </li> </ul>
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## •Waste and circularity

- Reduce single-use items and packaging.
- Increase reuse and recycling rates.
- Engage staff with clear signage, guidance and internal campaigns.

## 4.3 Offsetting residual emissions

Once we have reduced emissions as far as reasonably practicable, Val Wade Recruitment Ltd will:

- Quantify residual emissions annually.
- Purchase high-quality, independently verified carbon credits (e.g. from schemes aligned with recognised standards) to offset these residual emissions.
- Prioritise offset projects that provide additional social and environmental co-benefits where possible.

Offsetting is not a substitute for reduction and will only be used for emissions that cannot be avoided with current technology or reasonable measures.

## 4.4 Governance and responsibilities for the Carbon Neutral Plan

- The **[Board / Senior Management Team]** has overall responsibility for approving the Carbon Neutral Plan, setting the target year and ensuring suitable resources are allocated.
- A **Carbon Lead / Environmental Manager** (currently **[Job Title/Name]**) will coordinate data collection, monitoring and reporting, and drive the implementation of actions.
- Department heads and team leaders are responsible for embedding carbon reduction actions in their areas (e.g. travel policies, purchasing decisions, building management).
- All employees are expected to support the Plan by following guidance and suggesting improvements.

## 4.5 Targets and reporting

We will:

- Set annual carbon reduction targets (e.g. percentage reduction vs baseline year).
- Track progress quarterly and report at least annually to the **[SMT]**.
- Communicate key milestones and performance to employees and, where appropriate, to clients, stakeholders and the public (e.g. website, annual report).
- Review and update the Carbon Neutral Plan at least once per year or sooner if there are significant changes in our operations, legislation or best practice.

## 5. Roles and Responsibilities (general environmental management)

### • Board / Senior Management Team

- Provide leadership and resources for implementing this policy.
- Approve environmental objectives, targets and the Carbon Neutral Plan.

### • Environmental Manager / Sustainability Lead

- Develop and maintain environmental procedures.
- Coordinate carbon footprint measurement, environmental data collection and reporting.
- Provide advice and support to departments.

### • Managers and Supervisors

- Ensure their teams follow environmental procedures and good practice.
- Identify opportunities for environmental improvements in their operations.

### • Employees and Workers

- Follow this policy and related procedures.
- Use resources responsibly and avoid waste.
- Report environmental incidents, near misses or improvement ideas.

## • **Contractors and Suppliers**

- Are expected to comply with this policy and any environmental requirements included in contracts and service agreements.

## **6. Communication, Training and Awareness**

- This policy will be made available to all staff via **[intranet / handbook / noticeboards]** and to interested external parties via **[website / on request]**.
- Relevant environmental and carbon awareness training will be provided to employees, particularly those in roles with significant environmental impact (e.g. facilities, procurement, fleet management).
- Environmental messages and performance updates will be communicated regularly (e.g. newsletters, team briefings, campaigns).

## **7. Monitoring, Audit and Review**

Val Wade Recruitment Ltd will:

- Monitor performance against environmental and carbon targets regularly.
- Investigate environmental incidents, non-compliance or complaints and implement corrective actions.
- Periodically review procedures and, where appropriate, undertake internal or external audits.
- Review this policy and the Carbon Neutral Plan at least annually, or sooner if required by changes in law, business operations or best practice.

## **8. Policy Approval**

This Environmental Policy, including our commitment to carbon neutrality, has been approved by:

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_