



# Environmental Policy

**2024-2025**

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## **Policy statement**

The purpose of this Policy is to state the commitment that Tradeslink has to the Environment and Health and Safety Excellence. Tradeslink is committed to operating its business in an environmentally sensitive way with proper regard to its legal obligations and according to relevant directives, regulations and codes of practice including but not limited to:

- Control of Substances Hazardous to Health Regulations 2002.
- Environmental Protection (Duty of Care) Regulations 1991.
- Environmental Protection Act 1990.
- Health and Safety at Work etc Act 1974.
- Waste Electrical and Electronic Equipment Regulations 2013. Climate Change Act 2008

Our organisational Policy provides the foundation of our informal ISO14001:2015 Management System, which allows us to establish objectives, with organisational procedures to support the monitoring, measure and analysis of our activities.

## **Commitment to prevention of pollution and environmentally sound practices**

As an agency workforce provider and recruitment consultancy, Tradeslink recognises that its operations affect the local, regional and UK environment. In light of this, Tradeslink is committed to continuous improvements in environmental performance and the prevention of pollution, particularly concerning the reduction in office energy usage, SMART software for Geographical work activities, waste management, recycling, and prevention of pollution.

## **Environmental Management Programme & Objectives**

While Tradeslink does not produce any emissions or pollutants that come under the Integrated Pollution Prevention and Control Regulations issued by DEFRA, the Company has identified that it's most significant impacts on the environment include:

- Disposal & recycling of waste (including paper, consumables and electronic equipment).
- Energy usage.
- Purchase of consumables.
- Water supply.
- Maintenance of buildings.
- Transport by employees

## **Methods for reducing our environmental impact include:**

### **Reuse, reduce, recycle and disposal of waste**

- Provision of recycling bins to support recycling of waste paper/cardboard, glass, cans and plastic products
- Use an authorised waste carrier to segregate, categorise and recycle waste.
- Recycle toner cartridges and other office consumables.

- Obsolete items to be reused or recycled wherever possible, (e.g. IT equipment, furniture and mobile phones to support local charities and schools, etc.).
- Appropriate disposal of electronic waste (i.e. computers, printers, mobile phones and small kitchen equipment) by contacting the producer for details of their “take back” system, and maintain records to prove that WEEE is carried out in an environmentally sound way.
- Disposing of hazardous waste (e.g. fluorescent light tubes, energy-saving bulbs, etc.) at approved waste disposal/recycling sites.

#### **Paper, Printing and Photocopying**

- Double-sided printing and photocopying.
- Printers set at “reduced toner”.
- Print Management System to manage the print system
- Use of electronic storage through Flo to minimise the requirement to print and copy.
- Re-use of scrap paper for note-taking and printing internal documents.
- System to hold internal policy and process documents

#### **Energy usage**

- Use low energy bulbs and fluorescent tubes.
- Thermostats for heating are set correctly.
- Automatic lighting throughout the office
- Heating and cooling do not operate simultaneously

#### **Meetings, transport and company car usage**

- use telephone/conference call facilities when possible to avoid unnecessary travelling.
- Car sharing is encouraged.
- Sustainable driving advice to staff, including:
  - Limiting the time the engine is idling when the car is not being driven.
  - Avoid rapid acceleration and heavy braking to reduce fuel consumption.
  - Where possible, encouraging the purchase/use of electric/hybrid vehicles.
  - Ensure company cars are serviced regularly, and tyres are at the correct pressure.

#### **Purchase of consumables**

- Ensure purchasing decisions include the evaluation of suppliers’ environmental credentials and adherence to appropriate legislation, regulations and codes of practice, including those acts that do not relate directly to Tradeslink and any other mandatory requirements in place from time to time.
- Commitment to trading with suppliers that are local or recognised as fair traders.

#### **Water supply**

- Ensure that taps do not drip or leak when switched off.
- Adjust toilet cisterns to reduce the amount of water used per flushes.

- Taps are run for 10 minutes every two months to ensure all internal pipe works are free from blockages.

### **Maintenance of buildings**

- Insulated attics, doors, windows, pipes and boilers to minimise heat loss.
- When carrying out any refurbishment works, Tradeslink will consider the use of energy-efficient materials and products that reduce energy consumption during their life span.

### **Policy Implementation, Monitoring & Checking**

The Director is responsible for coordinating and updating the Environmental Policy. Responsibilities of the Director include:

- An annual review of the Company's activities.
- An annual assessment of the Company's energy consumption, together with observations on how this may be reduced without impacting the needs of the business.
- Implementation and review of environmental criteria for procurement of consumables to ensure that the most environmentally friendly choices are made.
- Provision of facilities for segregation and recycling of waste.
- Encourage staff at all levels to act in an environmentally responsible manner and provide training where necessary.
- Encourage feedback from staff on improvements and feed these into the Policy.
- Meet or exceed all the environmental legislation that relates to the Company.

### **Communication of the Policy**

Tradeslink will continually raise environmental awareness within the Company through the development and training of its employees and will communicate openly and consult with customers and suppliers on relevant environmental matters.

All employees of Tradeslink are expected to comply with any Environmental Policies and Procedures that are in place. Deliberate disregard of Environmental Policies and Procedures will be considered a disciplinary offence.

Temporary operatives will be required to follow the individual (client specific) Environmental Policies held by the hiring client(s), details of which should be discussed at the initial site induction. Tradeslink fully supports any Environmental Policies and Procedures implemented by its Clients and will assist the hiring client in briefing such policies to the temporary operatives engaged.

This Policy was approved & authorised by:



**Shannon Farmer**  
Managing Director

Date of review: 29/03/2024
Date of next review: 29/03/2025