

**WRUK LTD T/A WORKSHOP RECRUITMENT
ENVIRONMENTAL AND SUSTAINABILITY POLICY**

Effective Date: 08 June 2026

Review Date: Annually

Policy Owner: Directors

1. POLICY STATEMENT

WRUK Ltd ("the Company") recognises that its activities have an impact on the environment and is committed to conducting its business in a responsible and sustainable manner.

As a recruitment business, our environmental impact primarily arises from:

- Energy consumption.
- Business travel.
- Waste generation.
- Office operations.
- Procurement activities.
- Digital infrastructure and technology use.

The Company is committed to minimising its environmental impact wherever reasonably practicable whilst continuing to deliver high-quality services to clients, candidates, temporary workers and other stakeholders. We will seek to comply with all relevant environmental legislation and continuously improve our environmental performance.

2. PURPOSE

The purpose of this policy is to:

- Reduce the environmental impact of our operations.
- Promote sustainable business practices.
- Encourage responsible use of resources.
- Support environmentally responsible decision-making.
- Encourage employee participation in sustainability initiatives.
- Demonstrate our commitment to environmental responsibility.

3. SCOPE

This policy applies to:

- Employees.
- Directors.
- Temporary workers where appropriate.
- Contractors and consultants.
- Suppliers and business partners where relevant.

The principles of this policy should be considered in all business activities and decision-making processes.

4. OUR ENVIRONMENTAL COMMITMENTS

The Company is committed to:

- Preventing pollution where reasonably practicable.
- Reducing waste.
- Conserving energy.
- Using resources efficiently.



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction

- Encouraging recycling.
- Reducing unnecessary travel.
- Promoting environmentally responsible procurement.
- Supporting continuous improvement.

5. ENERGY USE

The Company will seek to reduce energy consumption by:

- Switching off lights and equipment when not in use.
- Using energy-efficient equipment where practical.
- Making efficient use of heating and cooling systems.
- Reviewing energy usage periodically.
- Encouraging employees to adopt energy-saving behaviours.

6. PAPER REDUCTION AND DIGITAL WORKING

As a recruitment business, the Company recognises the opportunity to reduce paper consumption through digital processes.

The Company will seek to:

- Promote electronic documentation.
- Reduce unnecessary printing.
- Use digital signatures where appropriate.
- Encourage electronic record keeping.
- Print only when necessary.

Employees should consider whether documents genuinely need to be printed before doing so.

7. WASTE MANAGEMENT

The Company will seek to:

- Minimise waste generation.
- Reuse materials where practical.
- Promote recycling.
- Dispose of waste responsibly.
- Reduce the use of single-use products where possible.

Employees are encouraged to support recycling initiatives and reduce unnecessary waste.

8. PROCUREMENT AND SUPPLIERS

Where reasonably practicable, the Company will consider environmental factors when selecting suppliers and purchasing goods or services.

This may include consideration of:

- Sustainability practices.
- Product lifecycle.
- Recyclability.
- Energy efficiency.
- Local sourcing opportunities.

Environmental considerations will be balanced against commercial and operational requirements.

9. BUSINESS TRAVEL



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction

The Company recognises that travel contributes to environmental impact.

Where appropriate, the Company will encourage:

- Video conferencing.
- Telephone meetings.
- Journey planning.
- Efficient use of business travel.
- Car sharing where practical.

Business travel should only be undertaken where it provides a genuine business benefit.

10. TECHNOLOGY AND EQUIPMENT

The Company will seek to:

- Extend the lifespan of equipment where practical.
- Recycle electronic equipment responsibly.
- Dispose of technology in accordance with applicable regulations.
- Consider environmental impact when replacing equipment.

11. EMPLOYEE RESPONSIBILITIES

All employees are expected to:

- Support the objectives of this policy.
- Use resources responsibly.
- Minimise unnecessary waste.
- Consider environmental impacts in day-to-day activities.
- Suggest improvements where opportunities are identified.

Environmental responsibility is everyone's responsibility.

12. CONTINUOUS IMPROVEMENT

The Company is committed to continuously improving its environmental performance.

We will:

- Review environmental practices periodically.
- Encourage employee feedback.
- Consider new technologies and processes.
- Monitor opportunities to reduce environmental impact.
- Set realistic and achievable environmental objectives where appropriate.

13. RESPONSIBILITIES

The Directors have overall responsibility for:

- Implementing this policy.
- Monitoring its effectiveness.
- Promoting environmental awareness.
- Reviewing environmental objectives.

All employees share responsibility for supporting the Company's environmental commitments.

14. COMMUNICATION

This policy will be:

- Made available to employees.



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction

- Reviewed during induction where appropriate.
- Available to clients, suppliers and other interested parties upon request.

15. POLICY REVIEW

This policy will be reviewed annually or sooner if required due to:

- Legislative changes.
- Business developments.
- Client requirements.
- Environmental best practice developments.

EMPLOYEE ACKNOWLEDGEMENT

I confirm that I have read and understood the Company's Environmental and Sustainability Policy.

Employee Name: _____

Signature: _____

Date: _____



Manufacturing



Engineering



Commercial



Sales &
Marketing



Construction