

ENVIRONMENTAL POLICY

The MLT Group

Effective Date: 25th October 2024

Review Date: 25th October 2025

Approved by: Managing Director

1. Policy Statement

The MLT Group recognises its responsibility to manage its environmental impact and is committed to operating in a sustainable and environmentally responsible manner.

We aim to reduce our environmental footprint and promote sustainability throughout our recruitment activities, in line with the expectations of the **Recruitment & Employment Confederation (REC)** and the wider business community.

2. Scope

This policy applies to:

- Internal business operations and staff
 - Temporary workers, where applicable
 - Our relationships with clients, candidates, and suppliers
 - All office-based and remote work environments
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3. Objectives

We are committed to:

- Reducing waste and promoting recycling
 - Lowering energy and resource consumption
 - Minimising travel-related emissions
 - Complying with all relevant environmental legislation
 - Promoting environmental awareness internally and externally
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4. Key Environmental Practices

4.1 Energy Efficiency

- Use energy-efficient equipment and lighting
- Encourage staff to power down equipment when not in use
- Monitor and reduce energy consumption in our offices

4.2 Waste Reduction

- Promote a paperless office culture (e.g., digital CVs and contracts)
- Recycle office materials: paper, plastics, toner cartridges
- Avoid single-use plastics where possible

4.3 Sustainable Travel

- Encourage use of public transport, carpooling, or cycling
- Promote virtual meetings to reduce business travel
- Use video interviews where practical to reduce candidate travel

4.4 Procurement and Suppliers

- Choose environmentally responsible suppliers and service providers
- Use sustainable office supplies (e.g., recycled paper, non-toxic cleaning products)
- Work with clients and vendors who share our sustainability values

4.5 Temporary Worker Engagement

- Encourage clients to provide environmentally responsible workplaces
- Share environmental expectations with temporary workers during onboarding

5. Staff Awareness and Training

- Raise awareness of environmental responsibilities during induction
- Encourage suggestions for improving environmental practices
- Display this policy internally and promote eco-friendly habits

6. Legal Compliance

We ensure compliance with relevant UK environmental laws and guidance, including:

- **Environmental Protection Act 1990**
- **Waste (England and Wales) Regulations 2011**
- Any local waste management and emissions control requirements

7. Monitoring and Continuous Improvement

We will:

- Regularly monitor our energy, paper, and waste use
- Set realistic environmental targets
- Review this policy annually or in response to legislation or business changes

8. Responsibilities

The Managing Director is responsible for:

- Implementing and monitoring this policy
- Ensuring staff compliance
- Reporting on environmental performance annually

Signed: __M J Turner_____

Mitch Turner – Managing Director

Date: __25th October 2024_____