



SAFEHANDS
FROM **re:**

re:
RECRUITMENT

“The greatest threat to our planet is the belief that someone else will save it.”

Robert Swan OBE Historian, Explorer and Environmental Activist

INTRODUCTION

Globally, temperatures are rising as a result of greenhouse gas emissions caused by humans. Science tells us we only have a short time left to prevent an unpredictable and potentially dangerous future.

If we want future generations to be able to enjoy and benefit from our natural heritage, then we must make responsible environmental choices now about how we live, work and care for it.

We all have a responsibility towards the future of our planet. This includes the Board of Directors steering the strategic direction of the company to employees simply ensuring they use the right recycling bin for the right material.

According to a recent study, a third of consumers now favour brands which they feel are doing social or environmental good.

RE Recruitment & Safehands Recruitment want to:

- Limit any potential damage on the environment.
- Make a positive impact on the environment.

WORKING ETHICALLY & RESPONSIBLY

Although not members, we work according to the Ethical Trading Initiative Base Code. This is a leading alliance of organisations that promotes respect for workers' rights around the world.

We are members of Sedex. This is one of the world's leading ethical trade service providers, working to improve working conditions in global supply chains. They provide practical tools, services and a community network to help companies improve their responsible and sustainable business practices, and source responsibly.

We play a part in helping to end poverty and protecting the planet by supporting projects including Computers for Africa.



OUR COMMITMENT TO CHANGE

We all have an important part to play in combating climate change.

STAFF ENGAGEMENT

Employee engagement can be particularly challenging when trying to implement environmental initiatives. This is because ideas are often championed by a lone voice in the organisation with very little senior management support and no budget. This is not true at RE Recruitment.

We want to promote a sense of purpose across the entire Group and drive towards a culture of responsibility with all staff, not just in the workplace but in everyday life.

1. New Ways of Working

The COVID-19 pandemic has forced us to implement new ways of working. This includes holding meetings through Teams/Zoom rather than visiting branches, visitors, etc., less travelling between sites, more staff working from home, etc. The Company will embrace these which will save on energy, time, resources, etc.

2. Environmental Champions

By creating a 'green' steering group across different departments in the organisation, acting as Environmental Champions and willing to take ownership, we will be able to help empower staff to make changes and help facilitate ground-level action.

3. Awareness Training

We will develop a mandatory training module for all staff to complete which will highlight the importance of being more aware of the environmental impact we all have and raise awareness of sustainability issues.

4. Volunteering

The Company will allocate a day each quarter to allow members of staff to volunteer with a community project (e.g., Conservation Days to help conserve the habitats of the Malvern Hills and Commons, beach clean, etc).

5. Environmental Award

We will demonstrate positive impacts and cost savings, as well as indirect benefits that are important to the individual, e.g., improved health and wellbeing by using more natural light at workstations.

There will be regular audits in all branches to measure the impact of changes made to help the environment (e.g., recycling, paper usage, energy costs, etc) with an annual award presented to the branch who have made the most impact.

Expect more...

“The fact remains that man has unprecedented control over the world and everything in it. And so, whether he likes it or not, what happens next is very largely up to him.”

Sir David Attenborough Presenter, and Environmental Activist

WASTE & RECYCLING

There is a strong case to be made for waste prevention. Typically, more than 70% of office waste is recyclable, but on average less than 10% gets recycled. Taking simple waste measures can save between £400 - £1,000 for every employee and reduce total waste costs down to 1% of turnover.

We are committed to reducing the amount of waste we put into landfill and improving our recycling rates.

Staff are required to proactively reduce waste and increase recycling, e.g., separating waste into recyclables and non-recyclable waste, buying products that have minimal environmental impact e.g., recycled paper and reduce the use of plastic for our marketing materials.

The General waste collection from our Head Office in Cheltenham is taken to a Waste-to-Energy plant and not to landfill. We will work towards waste from all branches is handled in this way.

The coffee pods for the coffee machine are recycled at the local Recycling Centre.

Staff will be encouraged to use re-usable bottles for water and re-usage cups.

PRINTING

We are committed to reduce our use of physical resources such as paper and ink by reducing our printing within our offices.

We have multi-functional printers that are set to print double sided. Staff are encouraged to print less, and printing is tracked by department. We have introduced paper free invoicing and payroll systems. We will save 189,600 sheets of paper per annum. We have also launched our on-line application system and staff should encourage candidates to use, thus eradicating the need to print large application packs.

Our toner cartridges are collected and reused.

PAPER

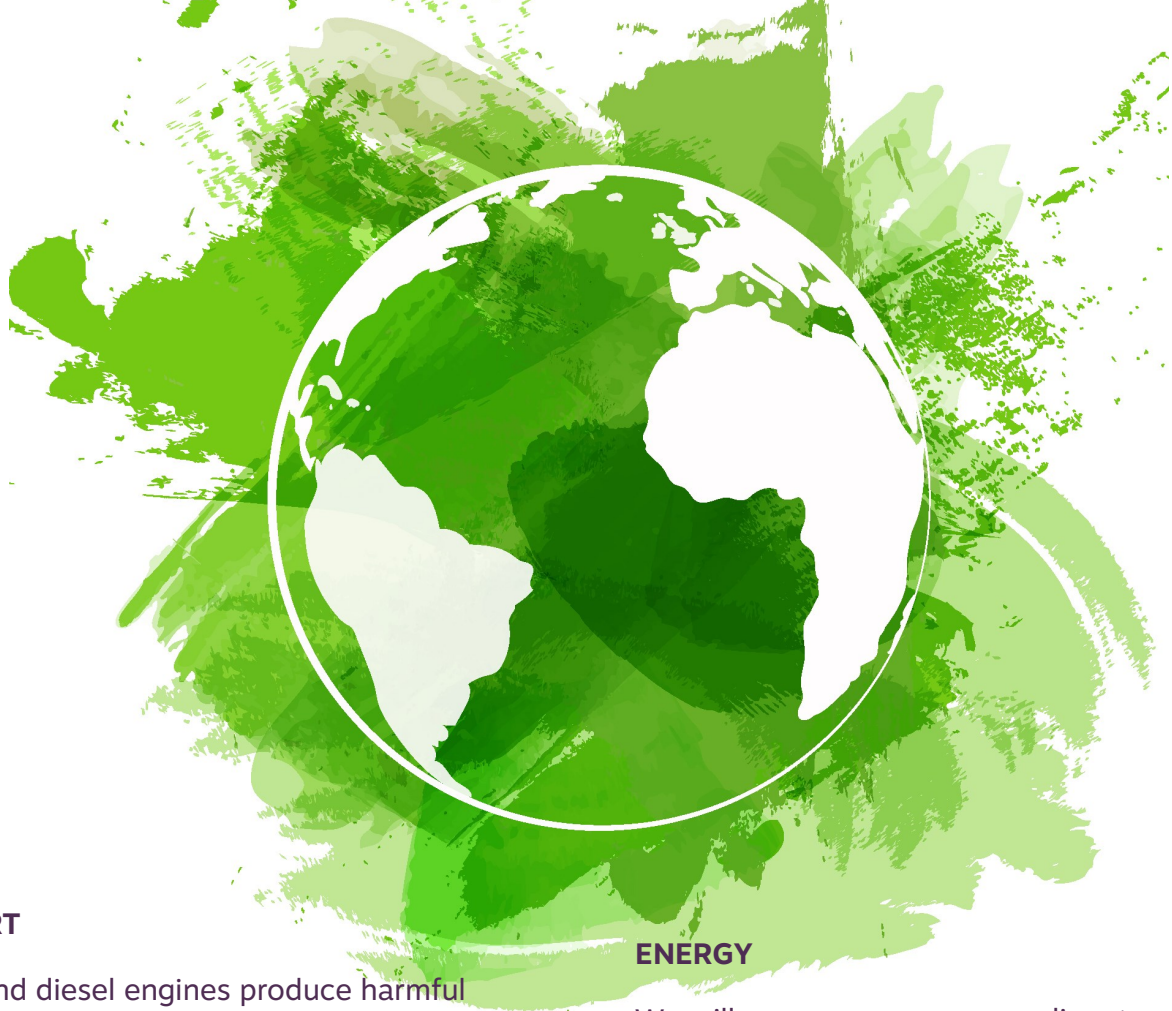
We encourage electronic communication and only print when necessary.

We source paper from sustainably managed forest sources. If virgin paper is required, we ensure it's from certified sources like the Forest Stewardship Council (FSC).

The printers are set to print on both sides which can reduce paper use by 50%.

We have shredding boxes in all branches to recycle all unwanted paper and none is put into general waste.

Expect more...



TRANSPORT

All petrol and diesel engines produce harmful exhaust emissions which not only contribute to the increasing concentration of greenhouse gases leading to climate change but also have an impact on air quality.

The Directors have purchased two hybrid cars and have changed the company vehicle policy so that all new company cars will be electric or zero emission vehicles which will lead to approximately 40% reduction in emissions compared to a small petrol car. Company cars will only be provided for members of staff who require them as part of their role.

We have two electric charging points at our Head Office. Further points will be installed in other branches where necessary.

We promote the Cycle to Work Scheme and have offered to install bike racks in all Branches.

With the new ways of working, we are able to reduce the carbon footprint and environmental impact of business travel where practical.

Employees are able to hold interviews and meetings remotely and the candidates don't have to travel to the branches to complete an application form as it can be done online.

ENERGY

We will move our energy suppliers to renewable or green energy companies as soon as current contracts end. If electric cars are charged using renewable or green tariff electricity, then greenhouse emissions from vehicles will effectively be zero.

We will aim to reduce our energy consumption by switching off equipment when not in use, replacing old equipment with more energy-efficient models and incorporating energy efficient measures into routine building maintenance.

LIGHTING

Occupancy sensors have been installed in the Head Office and Worcester branch and will be the standard installation when decorating or updating offices. Manually operated light switches will be labelled with 'Switch Off' stickers to encourage good housekeeping.

Where necessary, light bulbs will be replaced with LED bulbs or compact fluorescent lamps (CFLs). These can last up to 10 times longer, resulting in a 75% energy saving.

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HEATING AND COOLING

By turning down the heating temperature by 1°, this can reduce heating bills by 8-10%. Air Conditioning will only come on when temperatures exceed 24.

Air conditioning units and heating will be set to come on before staff arrive and off when they leave.

Radiators will have thermostats to control the heat, switching off when optimum temperature has been reached.

OFFICE EQUIPMENT

PC's and monitors represent most of the energy consumption within the offices, together with photocopiers/printers. All photocopiers/printers have power saving modes installed so they will 'sleep' when in use.

Staff should switch off their devices when not in use.

BUILDING MAINTENANCE

Consideration will be given to energy saving improvements to any branch redecoration or refurbishments.

PROCUREMENT

We always consider the lifecycle impacts and costs of any asset or office supply purchased.

Our procurement policy will specify energy-efficient products with recycled content where possible, that come with minimal or reusable packaging.

BENCHMARKING PERFORMANCE

A baseline assessment will be undertaken so progress can be tracked and compared against previous years. Sources of this information will include meter readings, energy bills, waste transfer notes and purchase invoices. This information will be recorded in a comparable format so that impact can be assessed over time.

CERTIFICATION

We would be able to boost credibility with certification. ISO14001 certification has many benefits – it's regulation compliant, includes the need for continuous improvement and encourages better environmental performance from suppliers. However, it can be costly to go through.

We will set a realistic target of reducing our carbon footprint each year by 2.5% With the ultimate aim of achieving zero waste within 5 years.

Expect more...

TO ACHIEVE THESE OBJECTIVES...

We will implement the following:

WASTE AND RECYCLING

- Work with our staff and suppliers to ensure all waste is disposed of in line with legal and environmental requirements.
- Commit to reducing the amount of waste we put into landfill and improving our recycling rates.
- Utilise and promote the use of recycled materials whenever possible.
- Purchase products that have minimal environmental impact.

PAPER

- Encourage electronic communication.
- Only print when necessary. Printers set to print on both sides as standard
- Only source paper from sustainably managed forest sources.
- Have shredding boxes in all branches to recycle all unwanted paper and none is put into general waste.

ENERGY AND WATER

- Move our energy suppliers to renewable or green energy companies.
- Aim to reduce our energy consumption by switching off equipment when not in use, replacing old equipment with more energy-efficient models and incorporating energy efficient measures into routine building maintenance.

OFFICE SUPPLIES

- Only printing when absolutely necessary and electronic communication is encouraged.
- Sourcing paper from sustainably managed forest
- Transportation
- Encourage the use of environmentally friendly means of transport by staff

MAINTENANCE & CLEANING

- Monitoring and Improvement
- Comply with all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts





Expect more...

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