

## Environmental Policy of Taylor Hopkinson

It is the policy of Taylor Hopkinson to maintain an environmental system designed to meet the requirements of ISO 14001:2015 in pursuit of its primary objectives, the purpose and the context of the organisation.

### The Office

Our Glasgow Head office is in a building which was designed with modern low energy heating and triple glazed windows helping maintain sustainable temperatures. Centrally located in Glasgow City Centre and fitted with securely located bike racks allowing for less commutes by car and encouraging staff to use a low carbon travel option. Other international offices in Spain, Singapore and Taiwan are also modern facilities with low-emissions and central locations. Use of recycled products within all offices ensures further carbon reduction success.

### Business Travel

We have been awarded CarbonNeutral® flights certification from Natural Capital Partners. This certification verifies that we have successfully offset a total footprint of 140 tonnes of carbon emissions associated with our 2019 business-related air travel, within the requirements of the Carbon Neutral Protocol. With the travel restrictions over 2020-2021 it is unlikely that we will have any footprint to offset against carbon emissions for business-related travel in 2020. We continue to utilise train travel where possible for business purposes, and in addition use face to face digital meetings.

### Home Working

Businesses and the public sector account for 45% of carbon emissions and the Met Office and the Department for the Environment, Food, and Rural Affairs have advised businesses to encourage home working, saying this brings ecological as well as economic benefits. All Taylor Hopkinson employees who are achieving their personal objectives have the option to work from home and ongoing flexible working remains an option for all. In addition to environmental considerations, this is also for health and wellbeing purposes and considering COVID19 pandemic in 2020 and ongoing government advice.

"Smarter working is all about flexibility" - Hilary Benn

### Information Technology

Encouraging employees to work from home requires the right infrastructure to ensure seamless customer service for our clients and candidates. Taylor Hopkinson invests heavily in market leading, professional and secure hardware and software. Every employee is issued with an energy efficient laptop and smartphone which is sustainably produced and with latest Microsoft, IT Security and Bullhorn CRM systems that can be accessed from anywhere in the world.

### Telecommunications

Internet conferencing allows Taylor Hopkinson employees to remain in close contact throughout each day, even though they may be hundreds of miles apart. Using internet video conferencing facilities when engaging with candidates, clients and suppliers can reduce wasted journeys to meetings. Although it will never replace face-to-face interaction, it can further improve ability to meet efficiently and effectively.

## Paperless Working

Laptops mean employees can minimise paper usage in what is traditionally a paper intensive occupation. Access to the CRM database remotely means that interview and meeting notes can be added directly onto the secure database (also ensuring security and GDPR compliance). When printing is unavoidable, for legal documents or learning, Taylor Hopkinson uses 100% recycled paper and vegetable oil-based inks. All printers are set to print on both sides and ink cartridges are recyclable. All wastepaper is recycled, and waste notes filed. We do not receive faxes and we actively discourage postage instead using Docu-Sign eSignature for signing and witnessing documents.

## Energy Efficiency

All company laptops are highly energy efficient and we commit to upgrading every 3 years. Our office environments are highly energy efficient (see above) and all employees while homeworking commit to homeworking code of conduct to ensure this policy does not become counter-productive.

## Our Commitment

During our first year of operation, we committed to minimising our carbon footprint wherever possible without sacrificing the quality of our service delivery. We succeeded in this and have also committed to then;

- Reducing this footprint per head every year from then on.
- Reviewing our practices, operations and suppliers frequently to ensure we are doing all we can to reduce our environmental impact. We also continue to encourage and assist our Associates to improve their policies and lower their carbon footprints.
- Striving to satisfy the requirements of all of our customers, stakeholders and interested parties whenever possible, meeting and exceeding their expectations.
- Complying with all compliance obligations, codes of practice and all other requirements applicable to our activities including the nature, scale and environmental impacts of activities, products and services.
- The reduction of hazards, prevention of injury, ill health, protection of the environment, including prevention of pollution, sustainable resource use, climate change mitigation and adaptation, the protection of biodiversity and ecosystems and any other specific commitments which are relevant to the context of the organisation.
- Providing all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met.
- Ensuring that all employees are made aware of their individual obligations in respect of this environmental policy.
- Maintaining a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk".

This environmental policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Customer service is an essential part of the environmental process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of the environment and its impact of the products or service in which we provide.

To ensure the company maintains its awareness for continuous improvement, the environmental system is regularly reviewed by "Top Management" to ensure it remains appropriate and suitable to our business. The Environmental System is subject to both internal and external annual audits.

Fiona McRae  
General Manager