

ENVIRONMENTAL SUSTAINABILITY POLICY

We take our environmental responsibilities seriously and we are always looking for ways to be greener, more sustainable and to reduce our carbon footprint. We comply with all relevant legislative, regulatory and other environmental requirements in order to act in a socially responsible manner and we will strive to continuously improve our environmental performance. We will promote responsibility for the environment within our organisation. This policy will be reviewed annually by the Company Directors.

Minimise waste by reduction, reuse, recycle methods;

- Single use plastic - we will not use plastic cups and encourage staff members to use their own reusable cups / refillable bottles.
- No use of plastic folders / inserts and where possible try to use recyclable stationary.
- Where possible we try to source products that aren't delivered using plastic/bubble wrap.
- Only printing out necessary documents and strive to be a paperless office.
- Condense documents prior to printing
- Computer screens, photo copier computers turned off not left on standby overnight/weekend. Auto screen save (on monitors) after 5 minutes
- All other electrical equipment turned off at the end of the day where possible
- Energy saving light bulbs to be utilised.
- Printer cartridges to be recycled / refilled
- All plastic carton's, tins, paper and cardboard recycled appropriately.
- Visiting multiple clients when based in the same location
- Monitoring unnecessary mileage and car sharing is promoted where possible (when legislation allows).
- Recycle old mobile phones
- Switch taps off when not in use

Actions - we will commit to continuous improvement;

- Identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives, including opportunities in the local environmental.
- We train, identify and provide appropriate training, in the importance of reducing our carbon footprint and encourage them to think of energy efficiency as part of their daily work practice advice and information for staff and encourage them to develop new ideas and initiatives;
- One of the main areas of focus for I-CM Partners is how candidates engage with us and our clients. While we will always be passionate about meeting face to face there are processes we can put in place use of Link video conferencing and audio call technology to reduce travel for business meetings to make it more environmentally friendly. We encourage that when employees arrange meetings with clients and candidates they make multiple meetings in one single location so this cuts down on travel to different locations. With the increase in Teams / Zoom calls this will also reduce the need to travel for non essential meetings.