



Environmental Policy

Jobshop UK Ltd adopts and supports a policy which serves to develop, sustain and maintain a clean, green, safe and healthy environment. The policy is reviewed on an annual policy.

Internal systems and housekeeping are designed to prevent wastage of resource and encourages recycling. This is coupled with a buying policy of choosing the most environmentally friendly products and consumable items.

Our candidate are not knowingly placed into situations or organisation where disregard for environmental issues are evident.

We have identified our main environmental issue is paper wastage. We are minimising this by:-

- Encouraging communication with Client and Candidates via email, text message
- Emailing timesheets, invoices, statements and payslips wherever possible
- All temporary staff are paid via BAC's
- Discouraging printing of emails
- Printing double sided wherever possible
- Using and purchasing recycled paper

Recycling:-

- Using the blank side of redundant documents instead of throwing them away
- Cartridges
- Electrical items
- Shredded paper – taking it to a vets

Other areas:-

- We are using environmentally friendly cleaning products
- Maximising our energy efficiency by ensuring we close windows, doors etc.
- All electrical equipment is switched off every evening
- We have storage heaters in our offices
- We are looking at the possibility of energy saving light bulbs
- We are looking at promoting a car-share scheme via our Newsletter
- Our water is metered and we always ensure taps are switched off and regularly checked for leaks
- Look at encouraging our staff and temporary workforce to cycle, walk, take public transport.

Signed Director – Jobshop UK Ltd

Date

In consideration of the specific environmental impact of purchasing this service from Jobshop we believe the main area for concern would be paper wastage.

We propose the following to minimise this:-

- All bookings can be sent and confirmed by email.
- All candidate details and test results can be sent via email to the Borough of Poole.
- Timesheets can be emailed directly to the Personnel Department or to the department that the temporary will be working for, prior to a booking commencing.
- All invoices and statements can be sent via email to the Borough of Poole.

Jobshop is a Poole based agency and the majority of candidates on our database live in the Poole area. By using Jobshop candidates the Borough of Poole would be minimising travel time and petrol consumption for their temporary assignments.