

Ultimate Recruitment (Midlands) Ltd Environmental Policy

(ISO 14001:2015 Aligned)

1. Purpose

Ultimate Recruitment (Midlands) Ltd is committed to operating responsibly, minimising environmental impact, and continually improving environmental performance across all recruitment and workforce-management activities. This policy establishes the principles that guide our Environmental Management System (EMS) in alignment with ISO 14001:2015.

2. Scope

This policy applies to:

- All operations undertaken by Ultimate Recruitment (Midlands) Ltd
- All employees, temporary workers, contractors, and visitors
- All offices, remote working environments, and client-site activities

3. Our Environmental Commitments

3.1 Protection of the Environment We

commit to:

- Preventing pollution across all business activities
- Reducing waste and promoting reuse and recycling
- Minimising energy consumption and carbon emissions
- Supporting sustainable procurement and responsible supply chains
- Protecting natural resources and reducing harmful environmental impacts

4. Compliance Obligations

Ultimate Recruitment (Midlands) Ltd will:

- Comply with all applicable environmental legislation, regulations, and other requirements relevant to our operations
- Ensure suppliers and partners understand and support our environmental expectations
- Maintain awareness of emerging regulatory changes affecting the recruitment and logistics sectors

5. Environmental Objectives

We set and review measurable environmental objectives as part of our EMS, including but not limited to:

- Reducing office energy consumption year-on-year
- Increasing recycling rates and reducing general waste
- Reducing business travel emissions through remote-first working practices
- Encouraging digital documentation to reduce paper usage
- Engaging suppliers with demonstrable environmental credentials

Progress against objectives is monitored, recorded, and reviewed during management review meetings.

6. Operational Controls

To support our commitments, we will implement and maintain controls covering:

- **Energy efficiency:** responsible use of heating, lighting, and IT equipment
- **Waste management:** segregation, recycling, and responsible disposal
- **Sustainable procurement:** preference for environmentally responsible suppliers
- **Travel reduction:** prioritising remote meetings and low-impact travel options
- **Digital-first processes:** minimising printing and physical storage

7. Competence, Training & Awareness We

will:

- Provide environmental awareness training to all staM
 - Ensure employees understand their responsibilities within the EMS •
- Promote a culture of sustainability across all departments

8. Communication

Ultimate Recruitment (Midlands) Ltd will:

- Communicate this policy to all employees, contractors, and stakeholders
- Make the policy publicly available via our website or upon request
- Engage clients and suppliers on environmental matters where relevant

9. Continual Improvement

We are committed to continual improvement of our EMS by:

- Monitoring environmental performance
- Conducting internal audits
- Reviewing risks, opportunities, and compliance obligations
- Taking corrective actions where required
- Reviewing this policy annually during management review

10. Responsibilities

- **Managing Director:** overall accountability for environmental performance
- **Environmental Lead / DPO:** operational responsibility for maintaining the EMS, monitoring compliance, and reporting performance
- **All Employees:** responsible for following environmental procedures and supporting sustainability initiatives

11. Policy Review



This policy will be reviewed annually or sooner if significant changes occur in legislation, operations, or environmental impact.

Signed:

Printed: Christian Brown

Managing Director

Ultimate Recruitment (Midlands) Ltd

Date: 01/01/2026

August 2026