

Michael Taylor Search & Select Limited

Created: July 2024
Next Review: July 2025

Mission statement

At Michael Taylor Search & Selection Limited we recognise that the environment is vital to our business, our staff and our clients. We recognise our responsibility to manage our environmental impacts carefully. We are committed to reducing our negative environmental impacts, promoting environmental responsibility and continually improving our environmental performance as an integral part of our strategy and operating methods. We will encourage clients, contractors and staff to do the same.

Policy aims

We endeavour to:

- Consistently apply environmental principles in our operations.
- Incorporate environmental considerations into our business decisions.
- Continually improve and monitor our own environmental performance.
- Promote environmental awareness among our clients, contractors and staff.

Policy priorities

1. Energy use

- In conjunction with our landlords, we will seek to achieve improvements in the energy efficiency of our premises.
- Lights and electrical equipment will be switched off when not in use.
- We will encourage and facilitate energy saving in the home offices of our staff.

2. Business travel

- We will continue to minimise our need to travel, including through homeworking and promoting the use of travel alternatives such as video/phone conferencing.
- We will continue to promote and facilitate the use of lower carbon modes of travel for business trips and commuting.

3. Office and administration

- We will seek to eliminate paper use.
- We will seek to minimise energy use in our home office.
- We will take account of environmental impacts when purchasing goods and services, such as in our choice of business banking and insurance provider.

Governance and engagement

We have developed a detailed action plan to ensure delivery of the objectives and targets above. Responsibility for each action within that action plan has been assigned to an appropriate person. Timescales for delivering each action have also been assigned and these will be kept under review.

We are committed to reviewing and updating progress against our action plan on a quarterly basis.

All staff will be made aware of our environmental objectives, targets and actions, as well as any related policies or procedures. We will also seek to routinely identify any training needed to facilitate delivery of this policy and to meet them wherever this is feasible.

Our Environmental Management System

This environmental policy and our environmental action plan, alongside any other related policies, procedures and monitoring comprise our Environmental Management System (EMS). Our EMS is certified by Green Small Business. Our certification is maintained through an annual review of our action plan carried out independently by Green Small Business.

We will update this policy at least annually in consultation with staff and other stakeholders where necessary.

Signed



Position

Director

Date

15/08/2024

