

## Carbon foot – Policy

1. **Remote Work and Virtual Interviews:** Encourage remote work arrangements whenever possible to reduce the need for physical commuting. Utilize virtual interview platforms to conduct interviews, reducing the need for candidates to travel.
2. **Sustainable Transportation Options:** When in-person meetings or interviews are necessary, encourage the use of public transportation, carpooling, cycling, or walking. Provide incentives for employees and candidates who choose sustainable transportation options.
3. **Green Office Practices:** If interviews or meetings must be held in an office setting, ensure that the office follows green practices, such as using energy-efficient lighting, minimizing paper usage, and recycling.
4. **Digital Documentation and Communication:** Minimize the use of paper by utilizing digital documentation and communication for recruitment processes. This includes sending digital copies of resumes, using electronic signatures for contracts, and conducting correspondence via email or messaging platforms.
5. **Minimize Travel:** Limit travel for recruitment purposes whenever possible. Opt for video conferencing or phone interviews instead of arranging face-to-face meetings that require travel.
6. **Offsetting Carbon Emissions:** For unavoidable travel or other carbon-emitting activities associated with recruitment processes, consider implementing a carbon offset program. This involves investing in projects that reduce or capture carbon emissions, such as reforestation or renewable energy initiatives.
7. **Supplier and Vendor Engagement:** Encourage suppliers and vendors involved in the recruitment process to adopt environmentally friendly practices. This may include selecting catering services that use sustainable ingredients or choosing transportation providers with low carbon emissions.

8. **Continuous Improvement and Monitoring:** Regularly assess the effectiveness of the carbon footprint policy for recruitment processes and identify areas for improvement. Monitor key metrics such as carbon emissions associated with travel and paper usage to track progress over time.
9. **Employee Training and Awareness:** Provide training to employees involved in recruitment processes to raise awareness about the importance of reducing carbon footprints. Encourage them to incorporate sustainable practices into their daily routines and decision-making processes.
10. **Integration with Overall Sustainability Strategy:** Ensure that the carbon footprint policy for recruitment aligns with the organization's broader sustainability goals and strategies. Integrate recruitment practices into the overall sustainability framework to ensure consistency and effectiveness across all areas of operations.

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