

Environmental management policy



INTRODUCTION

We recognise the importance of environmental protection and are committed to operating the business responsibly and in compliance with all legal requirements relating to the provision of corporate recruitment and training services.

It is our declared policy to operate with and to maintain good relations with all regulatory bodies.

Our objective is to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- a) Assess and regularly re-assess the environmental effects of the organisation's activities
- b) Training of employees in environmental issues
- c) Minimise the production of waste
- d) Minimise material wastage
- e) Minimise energy wastage
- f) Promote the use of recyclable and renewable materials
- g) Reduce and/or limit the production of pollutants to water, land, and air
- h) Minimise the risk to the general public and employees from operations and activities undertaken by the organisation

This policy is communicated to all employees, offshore staff, suppliers and sub-contractors and is made available to the public via the Step Ahead website.

POLICY

We are continuously seeking ways in which to help protect the environment.

We achieve this by adhering to the following environmental principles:

- Ensuring that all resources are used efficiently and effectively
- Making purchases which are produced utilising the least environmentally damaging methods
- Utilising suppliers who contribute to our own environmental objectives
- Encouraging suppliers and subcontractors to demonstrate alignment with recognised environmental standards and responsible environmental practices where applicable
- Recycling waste where possible and re-using materials e.g., paper, toner cartridges, etc
- Ensuring appropriate waste segregation practices are followed to maximise recycling and minimise landfill disposal
- Actively conserving energy and promoting energy efficiency
- Recognising and responding to climate change issues
- Actively encouraging a "green economy" within our workforce
- Working remotely and only travelling for work related reasons where needed
- Prioritising digital-first communication to reduce unnecessary paper production and printing
- Ensuring that all environmental legislation is complied with or exceeded
- Continually monitoring our environmental impact and seeking ways to improve
- Embedding environmental considerations into operational and procurement decision-making processes where practicable

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Digital Environmental Impact

We recognise that digital operations also have an environmental impact. We are committed to minimising this by:

- Using IT systems and digital tools efficiently and avoiding unnecessary duplication of data
- Reducing unnecessary data storage, processing, and digital clutter
- Promoting paperless and low-energy digital working practices wherever possible
- Encouraging efficient use of cloud services, email, and digital platforms to reduce energy consumption
- Promoting the responsible use of artificial intelligence and other high-compute digital technologies, including awareness of their associated energy consumption and environmental impact

Responsibilities

Overall responsibility for environmental performance lies with senior management, who ensure that the policy is implemented, resourced, and reviewed. All employees are responsible for considering environmental impacts in their daily activities and for adhering to the principles of this policy. Suppliers and subcontractors are expected to operate in alignment with these principles where applicable.


Training and Awareness

All employees receive environmental awareness training as part of their induction. Refresher training is provided periodically to reinforce good practice and ensure continued awareness of environmental responsibilities. Role-specific guidance may be provided where activities have a greater environmental impact, such as procurement, facilities management, or IT operations.

Environmental considerations are also incorporated into training and event delivery methods, with a preference for virtual delivery where appropriate to reduce travel, resource use, and associated environmental impact.

Monitoring and Continuous Improvement

We are committed to continuously improving our environmental performance. This is achieved through regular monitoring of our environmental impact, periodic internal reviews, and the use of performance data to identify areas for improvement. Environmental objectives are reviewed at planned intervals and updated where necessary to reflect progress, operational changes, and evolving best practice. We also seek feedback from employees and stakeholders where appropriate to support ongoing improvement of environmental practices.

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