



Coverstaff Recruitment Environmental Policy

Coverstaff Recruitment understands that protecting the environment is of high importance and therefore does their best to reduce waste and become a “green office”.

To do this, it must be ensured that:

- Printing a document is only done when necessary to reduce paper wastage and is done double sided where possible and therefore use less resources.
- When printing conduct a print preview, to make sure efficient paragraphing and pages are correct. Choose the correct font size for your printing, and use the function 'shrink to fit' to use the paper adequately. This ensures items do not have to be reprinted as the layout/margins were not correct.
- We will reduce paper usage and reuse and recycle wherever possible.
- Turn off all computers, lights and other electrical equipment when leaving the office at night; not leaving computers on standby.
- We will seek to buy more environmentally friendly and efficient products.
- Cleaning materials will be as environmentally friendly as possible.
- All staff members must be aware of the policy and how to implement steps to ensuring the office stays as eco-friendly.
- Setting, monitoring and reviewing objectives and targets to continually improve and review our environmental performance.

REDUCE, REUSE AND RECYCLE!

Date: April 1st 2017

Review: 1st May 2018

Signed James Flynn

A handwritten signature in blue ink, appearing to read "James Flynn", written over a horizontal line.

Managing Director