



Environmental, Social, and Governance (ESG) Policy

Introduction

Our office is dedicated to embedding sustainable practices, ethical behaviour, and social responsibility into all facets of our operations. This ESG policy outlines our commitment to managing our environmental impact, fostering social well-being, and maintaining robust governance standards.

Environmental Policy and Goals

Policy

We aim to reduce our environmental footprint by adopting sustainable practices in our office operations. We are committed to complying with all environmental regulations and striving for continuous improvement in our environmental performance.

Goals

1. **Reduce Carbon Footprint:** Decrease our office's carbon emissions by 10% by 2025, using 2020 as a baseline. This will be achieved through energy-efficient office equipment and practices.
2. **Energy Efficiency:** Improve energy efficiency by 10% by 2025 by using energy-saving technologies such as LED lighting and Energy Star-rated appliances.
3. **Waste Reduction:** Cut office waste by 10% by 2025 and adopt and encourage paperless practices.

Social Policy and Goals

Policy

We are committed to creating a supportive, inclusive, and safe workplace. We aim to contribute positively to the communities we serve and uphold human rights and fair labour practices in all our activities.

Goals

1. **Diversity and Inclusion:** Increase diversity within our team by ensuring that 20% of our staff and leadership positions are held by women and 15% by underrepresented groups by 2025.
2. **Employee Engagement:** Enhance employee satisfaction and engagement by improving work-life balance and providing professional development opportunities, aiming to boost employee satisfaction scores by 15% by 2025.



3. Health and Safety: Implement comprehensive health and safety protocols to reduce workplace injuries and promote employee well-being.
4. Human Rights: Ensure 100% compliance with human rights standards in our operations and those of our suppliers by 2025.

Governance Policy and Goals

Policy

We uphold high standards of corporate governance, transparency, and ethical behaviour. We are committed to ensuring accountability, fairness, and integrity in all our business activities.

Goals

1. Ethical Conduct: Achieve 100% compliance with our Code of Conduct and Ethics by 2025 through regular training and monitoring.
2. Transparency: Publish an annual report on our ESG performance, aligning with recognised standards such as the Global Reporting Initiative (GRI) by 2025.
3. Risk Management: Integrate ESG risk assessments into our decision-making processes by 2025 to ensure alignment with our ESG objectives.
4. Stakeholder Engagement: Develop and implement a stakeholder engagement strategy by 2025 to facilitate regular, meaningful dialogue with employees, clients, suppliers, and other stakeholders.

Conclusion

Our ESG policy and goals reflect our commitment to sustainability, social responsibility, and robust governance. As a small office, we recognise our role in contributing to a more sustainable and equitable business environment. We will continually review and update our practices to ensure we meet our goals and drive positive change.



Footprint Recycling ESG Commitment & Actions

As a waste management sustainability and carbon planning company our purpose is centred around our commitment to ESG and helping businesses to achieve excellence in environmental credentials through improved waste handling and carbon reduction planning. We do this by looking for better ways to process waste through reuse and recycling and to reduce the amount of waste businesses produce.

In addition to our ESG policy and pledges, please see below additional practices we undertake for our own business:-

Environmental -

Suppliers - our service is supported by third party providers. So when choosing a partner and we look for the following:

- Local suppliers to reduce the carbon footprint and can consolidate rounds and backload wherever possible
- Suppliers who operate 0% to landfill
- Suppliers who have strong, demonstrated ESG values
- Wherever possible, suppliers who run electric vehicles
- Suppliers who are carbon neutral or B Corp accredited

For our company:

- We operate to ISO14001
- We have achieved carbon neutral status
- We drive electric and hybrid cars

Social -

We take this seriously ourselves, to practise what we preach and to give back to our community. We have the following policies in place and ensure our staff members are aware of our values and commitment to this cause.

- Our employees are all paid a living wage
- We offer flexible work arrangements - office and hybrid working.
- We have anti-bullying/slavery policies
- We have a Social Value Committee that focuses on developing ways to positively impact our local community:
 - We support a local charity, Focus 4 Hope, which helps the homeless, vulnerable and elderly.
 - Each of our staff members has a paid volunteer day each year to work in the community for a charity of their choice
 - Our offices are based in West Yorkshire and employ people within the local community.
 - Our goal in the next year is to support interns or to offer an apprenticeship.



Governance -

Footprint operates the following policies and does the following:

- We have a clear Purpose, Vision, Values statement which we live by.
- We have the following policies in place in our staff handbook:
 - Anti-corruption, diversity, bribery, slavery, conflicts of interest, and political donations and lobbying policy, whistle blowing, equal opportunities, data protection.
 - We operate to ISO9001
 - We adhere to our EA regulatory compliance in order to operate legally and ethically.
 - We created and committed to our own ESG strategy which is reviewed and updated every year.