

# ENVIRONMENTAL AWARENESS

## POLICY

V1.3 November 2025

### DEFINITION

This policy applies to all PeopleScout Ltd employees. PeopleScout, a TrueBlue Company, operates in the UK under both the PeopleScout and TMP brand names.

### PURPOSE

The Company recognises its responsibilities towards the environment. We are committed to minimising the impact of our business on the environment. This covers responsible sourcing of materials and stock; safe disposal of waste materials and many other areas employees of the Company can impact on the environment. As a result of continued employee engagement and feedback, we continually look at ways we can reduce our carbon footprint. This policy is the corner stone of our intent to reduce its carbon footprint, improve recycling, reduce reliance on packaging, minimising waste, improve efficiencies on finite natural resources in all of the company's operations and all departments. The Company actively seeks likeminded companies to engage with, both on a customer and supplier level.

### POLICY STATEMENT

Where practical, the following should be applied throughout the Company:

- a) All of our offices are equipped with multiple recycling bins, to ensure we recycle as much as possible. The Company continues to show commitment to the environment by ensuring all employees are aware of what can be recycled and the recycling points.
- b) All office wastepaper is recycled, and that all sensitive or confidential material is securely recycled.
- c) The Company actively promotes recycling both internally and amongst its customers and suppliers.
- d) When working both internally and with our clients, we undertake electronic communication wherever possible to minimise paper trails.
- e) The Company actively encourages our employees, customers and suppliers by asking them not to print emails unless absolutely necessary and to re-use scrap paper for notes etc.

The Company has in the past put in place some technical initiatives to improve our environmental responsibility. These include:

- a) Duplex printing as standard on all company printers and copiers.
- b) Black and white printing as standard.
- c) Replacing plastic cups and cutlery in our offices with re-usable items.
- d) Paper recycling bins for both confidential and non-confidential waste.
- e) We continue not to hand out copies of presentations and provide electronic versions by email instead.
- f) The Company encourage staff to use alternative methods of transport wherever possible, when travelling on company business. The Company operates a travel policy that takes

account of environmental issues as far as reasonably practical and encourages where possible the use of feasible alternative means of transport. For example, we encourage our employees to use the train rather than drive to other offices or meet clients.

- g) All stationery is purchased from renewable and / or recycled resources where possible.

The further following environmentally friendly ways of working are in place in the Company's main offices:

- a) Zip Taps for hot and cold water rather than bottled water as this is a more energy efficient and environmentally friendly option.
- b) Reviewing electricity usage with the intention to move to green reusable energy.
- c) Using tea and coffee sachets for the client suite, minimising the amount of wastage each day.
- d) Security controlled bike racks allowing employees to cycle to work. Since 2019, we have also operated the Cycle to Work Scheme through our online employee benefits programme, whereby we incentivise employees to purchase bikes and use them to travel to work (available to all employees across all offices).
- e) Sensor activated lighting in all areas, so when no one is present, the lights will automatically go out, saving energy.
- f) Empty photocopier/printer toner cartridges will be returned to the supplier or sent to a recognised agency for recycling.
- g) Redundant equipment and office furniture will be sold off/disposed of for second user or supplier to charity stores.
- h) Electrical equipment will be tested periodically to ensure safety and energy efficiency.
- i) We partner with Empties Please (<https://www.emptiesplease.com/>) to recycle all used printer cartridges, helping their supported charities and the environment too. We also recycle old mobile phone stock.

### **CARBON NEUTRAL BRITAIN**

PeopleScout Ltd has been audited and annually certified as Carbon Neutral by Carbon Neutral Britain since 2022. External consultants have helped us to successfully reduce our carbon emissions year-on-year, and to operate as sustainably as possible.

### **COMPLIANCE**

The Company is committed to complying with environmental legislation by continuing to keep up to date with new laws and legislations. We will do our utmost to educate our employees to help the environment whilst in the office and outside of it. As a company we will continue to source more eco-friendly solutions with our everyday running of the office.

### **RESPONSIBILITY**

We continue to be open to new and exciting ways that we can improve our own green efficient policies. For example, looking into using non-bleached toilet roll and using only recycled paper at all our offices. We will always actively encourage our staff to suggest ways in which we can improve our corporate carbon footprint. Through regular dialogue employees are encouraged to make suggestions and changes made as a result of these suggestions are then communicated to the business. We are a people-focused business, believing our people are our biggest asset. We therefore take our responsibility to ensure they our staff feel the Company does everything we can to minimise our impact on the environment. We therefore place responsible for the adherence of this policy with each and every employee of the Company.

## ENDORSEMENT & APPROVAL

<b>Approved by:</b>	Managing Director, EMEA & APAC
<b>Date:</b>	November 2025
<b>Next Review Date:</b>	November 2026

This policy will be reviewed annually, or sooner if there are changes in employment law or business needs, to ensure compliance with current UK legislation and best practice.