

## How We Work

# Corporate Responsibility at Handle Recruitment

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Handle Recruitment takes its responsibility to society and the environment seriously. We work to ensure our business practices reflect the values and expectations of our staff, our clients and business partners.

We are in the process of introducing a Corporate Responsibility programme that will ensure a meaningful, robust approach to our key environmental and ethical impacts and ensure continual improvement.

### Introduction

Handle Recruitment believe business should be both profitable and beneficial to society, and minimise the effects on the environment. We will ensure there are adequate systems in place to implement our Corporate Responsibility policy, and will regularly review and communicate progress against the targets we set.

### Environment

We will monitor and set measurable reduction targets covering our key environmental impacts in the areas of carbon emissions, waste and resource use at our London office.

Specifically we will:

- Reduce our carbon footprint by cutting energy use and review options for using renewable energy in our offices. We will implement sustainable travel plans.
- Maximise the rate of recycling by reviewing office practices and options for waste disposal.
- Ensure that, where practicable, sustainability is a key consideration in sourcing all products and resources used, and keep resource use to an absolute minimum.

### Employment

We will continue to develop and improve our people policies and promote the health and well being of our employees.

### Community

We will, where possible, endeavour build links with our local community, supporting industry related charities such as Nordorff-Robbins Music Therapy Trust.

### Marketplace

We will be fair and honest in our relationships with suppliers, contractors and clients.