

CLIENTS, CANDIDATES, SUPPLIERS AND SITEAPPOINT COLLEAGUES

# Environmental Policy

A practical environmental framework for SiteAppoint's recruitment operations, supplier choices, travel, digital services and construction-market influence.

Version 1.0

Effective 21 August 2026

## DOCUMENT STATUS

This policy makes measured operational commitments. It does not claim carbon neutrality, net zero achievement or an external environmental certification.

## CONTACT

Questions or requests: [hithere@siteappoint.co.uk](mailto:hithere@siteappoint.co.uk) | 07769 098765

## 1. Purpose

SiteAppoint recognises that a recruitment business has a smaller direct footprint than the construction projects it serves, but its choices still matter. We aim to reduce avoidable resource use, select proportionate tools and suppliers, and use our influence honestly without making unsupported environmental claims.

## 2. Scope

The policy covers SiteAppoint-controlled office and home-working activity, digital systems, documents, purchasing, travel, events, suppliers, candidate and client communications and the practical design of recruitment processes.

## 3. Operating principles

- Prevent avoidable impact before relying on offsetting or marketing claims.
- Use digital-first workflows where they are secure, accessible and operationally appropriate.
- Consider whole-life value, durability and supplier practice when purchasing.
- Measure only what can be supported by evidence and describe progress accurately.
- Review environmental action alongside service quality, security, inclusion, safety and legal duties.

## 4. Digital-first documents and processes

- Use electronic briefs, CVs, contracts, onboarding, timesheets, approvals and invoices by default.
- Avoid printing duplicate packs and use print settings that reduce paper and ink when hard copy is genuinely required.
- Retain records only for their operational or legal purpose so unnecessary storage and duplication do not accumulate indefinitely.
- Choose efficient file formats, sensible image sizes and proportionate retention for website and communications assets.

## 5. Meetings and travel

Use telephone or video for early-stage briefings, qualification and routine review where this does not reduce the quality of the decision. Combine site or client visits where practical, plan routes, use public transport where sensible and retain in-person contact where it materially improves safety understanding, service or relationship quality.

## 6. Offices, equipment and waste

- Switch off unused equipment and apply energy-saving settings.
- Buy reliable, repairable or refurbished equipment where it meets security and performance needs.
- Separate recyclable waste where facilities exist and use authorised routes for electronic waste and confidential paper.
- Minimise single-use items and unnecessary promotional merchandise.
- Select office and hosting services with credible published environmental practices where commercially and technically viable.

## 7. Suppliers

Environmental performance is one factor in choosing material suppliers such as hosting, software, office, travel, print and onboarding providers. SiteAppoint will not treat a generic badge or marketing statement as sufficient evidence. The weight given to environmental criteria should reflect the value, risk and realistic alternatives.

## 8. Recruitment and workforce logistics

Matching people to work that is logistically sustainable can reduce avoidable travel, absence and failed placements. SiteAppoint therefore considers location, shift, travel boundary, staying-away expectations and working pattern as part of candidate and assignment qualification. These factors are balanced with fair access and the client's genuine delivery requirement.

## 9. Construction-sector engagement

SiteAppoint may support clients seeking skills relevant to lower-carbon construction, retrofit, modern methods, resource efficiency and environmental management. We will describe a project or employer's claims only where the client has supplied a reasonable basis and will avoid presenting aspiration as verified performance.

## 10. Targets and review

| Control                    | Working commitment                                                                       |
|----------------------------|------------------------------------------------------------------------------------------|
| Core recruitment documents | Digital by default; print only for a defined operational, accessibility or legal reason. |
| Routine first meetings     | Remote by default where service quality and access are not reduced.                      |
| Equipment                  | Extend useful life and use approved reuse or recycling routes.                           |
| Material suppliers         | Include proportionate environmental evidence in periodic supplier review.                |
| Policy governance          | Review annually and after a major operating-model or premises change.                    |

Senior partners own the policy and should record material actions, exceptions and improvements.  
SiteAppoint will introduce quantified targets only when a reliable baseline and measurement method exist.

## 11. Reporting concerns and suggestions

Send an environmental concern or improvement idea to [hithere@siteappoint.co.uk](mailto:hithere@siteappoint.co.uk). We will consider the operational impact, evidence, cost and any interaction with security, inclusion, safety or legal duties.

## Useful references

[Environment Agency - business and commercial waste guidance](#)  
[UK government guidance on environmental claims](#)  
[Energy Saving Trust - business energy guidance](#)