Environmental and Sustainability Policy

Document type	Policy
Document owner	Ignite Talent Group Ltd
Approved by	Nicholas Ryan, Director
Date approved	12 June 2026
Next review	June 2027

This policy states the corporate position for clients, candidates, workers, suppliers and stakeholders as applicable.

Environmental and Sustainability Policy

Ignite's direct environmental footprint is primarily office, travel, digital systems, procurement and communications. The group also influences environmental outcomes through clients, suppliers, labour supply and candidate engagement.

Purpose

This policy sets out Ignite's approach to environmental responsibility, resource efficiency, sustainable working and client/framework sustainability expectations.

It is proportionate to a recruitment group but designed to support client due diligence, framework expectations and responsible business practice.

Scope

This policy applies to Ignite Talent Group Ltd and to each Ignite recruitment vertical where the policy is relevant to its operations, client work, candidates, workers, consultants, employees and supply-chain relationships.

Where a vertical has a sector-specific requirement, that requirement should be read with the relevant appendix or operational procedure. Construction-specific controls are applied more rigorously where client sites, labour supply, temporary assignments, training evidence or framework onboarding require additional assurance.

Policy commitments

- Reduce unnecessary travel and resource consumption.
- Use digital systems responsibly and avoid excessive printing.
- Consider low-carbon and efficient ways of working.
- Encourage responsible procurement and supplier selection.
- Support clients where sustainability requirements form part of a role or assignment.
- Review environmental commitments annually.

Responsibilities

Directors and senior leaders

- Set the policy direction, provide resources, and maintain accountability for the governance framework.
- Ensure material risks are reviewed and that controls remain proportionate to the size, risk profile and vertical activity of the group.

Managers and consultants

- Apply the policy in day-to-day recruitment, client, candidate and worker interactions.
- Keep records accurate and escalate gaps, concerns or client requirements promptly.

Employees, workers and representatives

- Act honestly, follow approved processes, protect confidential information and report concerns without delay.

How this policy is applied

Office and digital operations

Ignite will seek to use offices, devices and digital systems responsibly. Staff should avoid unnecessary printing, reduce avoidable waste and use approved systems to reduce duplication.

- Default to electronic documentation where appropriate.
- Dispose of electronic waste securely and responsibly.
- Use energy-saving settings on devices where practicable.

Travel and meetings

Travel should be planned sensibly, balancing client service, commercial need, wellbeing and environmental impact. Virtual meetings should be considered where appropriate.

- Use public transport where practical.
- Combine meetings or site visits where possible.
- Avoid unnecessary journeys.

Construction and site-related sustainability

Construction roles may involve client sustainability requirements, site waste controls, environmental method statements or project-specific standards. Ignite will support clients by ensuring relevant worker information is understood where applicable.

- Communicate client site environmental rules where provided.
- Escalate environmental incidents or concerns reported by workers.
- Avoid representing that Ignite controls site waste unless expressly agreed.

Procurement and suppliers

Ignite will consider environmental and ethical factors in supplier selection where proportionate, particularly for IT, recruitment platforms, marketing, print, travel and umbrella/payroll providers.

- Prefer suppliers with clear environmental or ethical practices where commercially practical.
- Review key supplier arrangements periodically.

Records and evidence retained

- Environmental policy review notes.
- Travel and expenses records where relevant.
- Supplier due diligence records.
- Waste or disposal records for IT equipment if applicable.
- Client environmental requirements communicated to workers where relevant.

Reporting concerns

Questions, concerns or requests for further information should be raised through the relevant manager or through the group compliance contact at compliance@ignitetalentgroup.co.uk.

Concerns involving wrongdoing, unsafe practice, exploitation, bribery, unlawful discrimination, data protection or serious non-compliance may also be escalated under the Whistleblowing and Speak-Up Policy.

Approval and review

Approved by	Nicholas Ryan
Position	Director
For and on behalf of	Ignite Talent Group Ltd
Date approved	12 June 2026
Approval method	Approved electronically
Next review	June 2027