

## CRS POLICY

Pin Point Recruitment recognises its corporate social responsibility (CSR) commitments and these are reflected in the following CSR policy.

### Standard of business conduct

We are committed to ensuring that our business is conducted according to rigorous ethical, professional, and legal standards.

### Employees

We aim to deliver a competitive and fair employment environment and the opportunity to develop and advance within the organisation, subject to personal performance and business opportunity. We have recently been recognised in the top 50 Northeast Companies Guide.

### Customers

Every employee is responsible for ensuring that any contact with our customers, suppliers and the public at large reflects professionalism, efficiency, integrity and honesty.

### Suppliers

We regard our suppliers as partners working closely with them in order to help us achieve an efficient and transparent Corporate Social Responsibility supply programme.

### Health and Safety

We are committed to continuously improving our health and safety performance in order to ensure that the working environment is safe and fit for its intended purpose.

### Community

We strive to be a good citizen wherever we operate, recognising our responsibility to work in partnership with local communities providing sponsorship, support to a range of local charity's and organisations.

### Environment

Our objective is to reduce our impact on the environment through a commitment to continual improvement. We recognise that our business activities have varying impacts on the society and environment in which we operate. We are committed to continually reviewing our corporate social responsibility's in order to ensure its effectiveness.

### Scope

Pin Point Recruitment personnel's corporate social responsibility programme applies throughout the organisation, is applicable to all our employees and governs our approach to all our activities.

## Responsibility

Implementation of our corporate social responsibility programme is firstly the responsibility of all senior management and every employee within Pin Point Recruitment.

## Environmental Policy

Pin Point Recruitment care about the environment and are committed to continuous improvement to reduce, re-use, recycle and create sustainable solutions.

## Transport

We minimise the impact of travel: -

We encourage our workforce to travel to work by public transport, car-share, bicycle or walk; Wherever possible, public transport is used to attend meetings

## Energy

We conserve energy wherever possible:-

Turn off appliances when not in use;

Waste minimisation and recycling

We reduce, re-use and recycle waste:-

Recycle waste - paper, cardboard, plastics, glass, tin and aluminium;

Return toner cartridges to suppliers for re-use and support charity toner appeals;

Reduce printing and paper waste through monitoring systems;

Minimise paper use by storing information digitally rather than as paper files;

Use 100% recycled paper for printing and stationery products where possible;

We have a "minimal replacement strategy" whereby we extend the life of all computers, re-using old machines where possible or stripping them for spares.

## General

We also: -

Use environmentally friendly cleaning products;

Ensure that all employees know and understand the policy and what is expected of them;

Comply with environmental legislation, regulations and government guidance;

Constantly seek to improve our environmental performance through monitoring systems and policy reviews.