



## ENVIRONMENTAL & SUSTAINABILITY POLICY

At Brightwater we are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We operate in compliance with all relevant environmental legislation and we strive to use pollution prevention and environmental best practices in all we do.

We will:

- Integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- Train, educate and inform our employees about environmental issues that may affect their work
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furbished products and materials where these alternatives are available, economical and suitable
- Promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of
- Purchase and use environmentally responsible products accordingly
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it
- Strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities

Over the past 3 years the team at Brightwater have worked hard to develop and improve our habits to create a more environmentally friendly and greener work environment and culture. We have created an internal “Green Team”, who supported by our senior leadership team, have created a number of simple and unique initiatives to overhaul or processes and procedures to create.

**2017** – Formal creation of the Brightwater “Green Team”

**2018** – Initiatives

- The Brightwater Temporary recruitment process moved online. We now use a fully remote system, the Timesheet System to process all invoices, timesheets and payroll information for clients and candidates. Prior to this paper timesheets were posted / faxed into the Brightwater Office and invoices to clients and payslips to candidates were sent in hard copy.
- Brightwater also removed all paper and plastic coffee and water cups from our offices and replaced these with compostable cups and glasses. We also ran a staff initiative to promote the use of reusable cups. (This has had a 87% uptake across the business) All plastic cutlery, sticks for coffee / tea were also removed from the building.
- We also ran an internal “Go Green” campaign internally to relaunch and encourage the use of our recycling bins. This was monitored closely, especially during lunch and break times by our management team. Our increased awareness greatly reduced the amount of waste we removed from the building on a weekly basis.
- We partner with two suppliers for the provision of healthy breakfast, fruit and snacks for our staff. We reviewed our agreements to ensure that all suppliers were using recyclable, compostable or reusable packaging for all items provided to us.

**2019** – Initiatives

- The Brightwater Finance team upgraded our internal payroll system allowing all internal payslips to be shared with staff via email in soft copy as opposed to previously been posted in hard copy to all staff at their home address.



- We cancelled the monthly publication of our “Professionals on the Move” newsletter which had been distributed to over 20,000 clients monthly. All client marketing communication is done via soft copy to their email.
- We also commenced an initiative to move all other marketing material online including our renowned yearly Salary Survey. In 2019 over 60% of our clients opted to receive this publication in soft copy. We are committed to providing our 2020 Salary Survey in soft copy only.
- In line with our aim to become a fully paperless environment before the end of 2020 we also partnered with a supplier to provide automated business cards which work in soft copy from their phone. All paper business cards were recycled and we no longer publish paper business cards.
- Our process for allocating and storing all holiday and annual leave entitlements moved online to our “holiday portal site” which now allows managers and directors to sign off on annual leave via email.
- We replaced all lighting with energy efficient light bulbs and also replaced all emergency lighting with low wattage energy efficient bulbs.
- Our internal technical team created a number of energy saving policies such as “full PC shut down” every evening and power saving modes displays on all monitors switch off after 10 minutes of inactivity, PC will go to sleep after 2 hours of inactivity.
- We migrated all servers to the cloud and eliminated their power usage.
- All old PC, laptops, mobile phones and our ink cartridges are being recycled

#### 2020 – Ongoing

- All human resource / personnel files have been successful moved online and will continue to be available in soft copy only. All hard copy files were shredded confidential and recycled.
- In an effort to counter the environmental impact of “Fast Fashion” as well as to contribute charitable causes Brightwater partnered with Dress for Success in both Dublin. This is an initiative to support women who are returning to or entering the workplace. Our consultants donated clothing suitable for corporate environments. Brightwater intends to continue this partnership by way of further donations and helpful advise later this year.
- Given the recent COVID pandemic our team have continued to work remotely since March 2020. This has led us to take further steps in becoming a completely paper free environment before the end of 2020.
- Due to the reduction in paper we cancelled the requirement for our franking machine.

Person responsible for policy:

#### Brightwater Board