

Environmental Policy

Kelta HR is committed to addressing environmental issues for the following reasons:

- To help reduce operating costs
- To comply with current UK and European Legislation
- To improve our working environment for staff, which ultimately increases productivity and motivation
- To reduce health and safety risks and help reduce ill health
- For best practise purposes
- To aid world environmental issues - air quality, pollution, global warming issues, forest and wildlife conservation etc.

Kelta HR is a recruitment agency and provides a facilitation service to its clients. Kelta HR does not manufacture any goods or produce energy. It does not use raw materials, nor does it transport produce. The business is office based and, as a service industry, it is low risk in relation to Environmental issues.

The intention of the Director is to focus on the following issues, which affect both the Kelta HR business and the environment:

- The reduction of waste materials (recycling, paperless processes)
- The conservation of energy (using & supporting local business for all supplies & services)
- The education of employees: To help raise awareness and vigilance in relation to environmental protection and conservation

The Director takes direct responsibility for the promotion of best practices and the business mission, the approval of policy and procedural documentation and the provision of funding as appropriate and reasonable, based on a clear evaluation of impact and legal requirement.

Managers and supervisory staff will be responsible for the promotion of best practices, the production and ongoing development of policies and procedures and the integration of a positive environmental approach into all activities including purchasing, maintenance, and the education and development of employees as appropriate.

Every employee will be responsible for promoting and actively practising the Company's philosophy in relation to the environment and for contributing to ideas for continuous improvement.

Communication between management, staff and the Director is imperative to highlight areas for improvement and development.

Kelta HR would like to promote an open approach to communication, encouraging ideas and opinions from all staff. Kelta HR has appointed Frances Talijan, Managing Consultant within the organisation, who will be responsible for implementing policy in relation to waste management, recycling and energy conservation, communicating staff issues back to senior management and promoting good environmental practices where appropriate.

The Environmental Policy and statement will be reviewed and revised on a regular basis to ensure that it meets the developing needs of the business, the environment and current legislation.