

# Environmental Policy

Pertemps Network Administration Limited is an outsourcing company based at Meriden Hall, Meriden, West Midlands, specialising in the provision of payroll and ICT services.

The object of this Environmental Policy is to define the management approach necessary to safeguard the environment in which Pertemps Network Administration Limited operates.

This policy and the supporting policies and procedures that form the Pertemps Network Administration Limited Environmental Management System (EMS) apply to all staff of the Group, all visitors to the premises and anyone undertaking work for and on behalf of the Group.

The Policy provides a framework in which environmental aspects and impacts can be identified and managed, and establishes terms of reference which ensure uniform implementation of environmental controls and targets throughout Pertemps Network Administration Limited.

Pertemps Network Administration Limited recognises that failure to implement adequate environmental controls could potentially lead to:

- Financial loss
- Damage to the reputation of Pertemps Network Administration Limited
- Irreparable damage to the environment

Pertemps Network Administration Limited recognises that it has a responsibility and is committed to the continual improvement and prevention of pollution of the environment.

Pertemps Network Administration Limited will establish and review objectives and targets to drive continual improvement in environmental performance and the prevention of pollution. These targets will be formed from the Environmental Aspect Register.

The company is committed to be compliant with all relevant legal and other requirements pertaining to its location, industry and premises. The relevant legal and other requirements are detailed in the company's 'Register of Applicable Legal and Other Requirements'.

The Main Board has overall responsibility for the company Environmental Policy. The Board has agreed it will review the policy in line with the ISO 14001:2015 standard on an annual basis. Any changes or recommendations the Board has will be communicated in a timely and meaningful manner to all personnel.

The EMS and its associated UKAS accredited certification scope is defined as:

ISO 14001:2015 – Environmental Management The provision of payroll services and ICT Support at Meriden Hall, Meriden.