

## Red Seal Recruiting Solutions Ltd.

<b>Policy No.:</b>	<b>7 - 001</b>	<b>Title:</b>	<b>Environmental</b>
<b>Subject:</b>	<b>Human Resources</b>	<b>Date:</b>	<b>February 23, 2017</b>

### **Purpose**

To reduce Red Seal's environmental impact and encourage our team to adopt "reduce, reuse and recycle" mentality in an effort to conserve, protect and improve the environment. Most of our environmental impacts are indirect and are caused by our use of IT, printed materials and travel.

### **Policies**

- Red Seal will strive to minimize its environmental impacts in its operations.
- Red Seal will foster positive environmental change in the people and organizations we interact with.

### **IT and Telecommunications**

We are a service oriented company with heavy Internet and telephone use. Therefore we commit to:

- Purchasing only EPEAT or Energy Star certified electronic equipment.
- Extending the life of all our existing electronic equipment.
- Sending end of life equipment to a responsible electronics recycling service.
- Ensuring our computers and monitors operate in energy saving mode, turning them off when not in use.

### **Travel**

Building relationships with clients and networking with key industry professionals means that occasionally employees need to fly to meet people in person. Nonetheless we commit to:

- Minimize our travel by use of teleconferencing and Internet communications
- Carefully plan travel to make the most of each trip.

### **Office and Paper**

While we seek to minimize the amount of paper we consume, we are not yet a 100% paperless office. Therefore we commit to:

- Reducing printing at all times
- Using e-fax services
- Printing double-sided and Printing in 'draft' mode to reduce ink use
- Purchasing paper which is FSC certified, or 100% post-consumer recycled
- Recycling all paper

### **Other office related activities**

- Where possible, replacing inefficient lighting with more energy efficient LED bulbs.
- Using reusable containers for take-out food.
- Buying EcoLogo certified cleaning products.
- Recycling all plastic, glass and metal containers, where possible.
- Walking, cycling, and using public transport wherever possible.

### **Acknowledgement & Agreement**

I, \_\_\_\_\_ (Employee Name), acknowledge that I have read and understand the Environmental Policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_