

CORPORATE SOCIAL RESPONSIBILITY POLICY STATEMENT

This Statement details how Handover HR Limited takes account of its economic, social and environmental impact in the way it operates as a business. We aim to bring our business values, purpose and approach into line with the needs of our clients, by demonstrating our commitment to Corporate Social Responsibility.

The elements of this Statement highlight our approach in dealing with our clients, suppliers and the local community in an effort to reduce our environmental impact by reducing our energy, procurement, transport, water use and other business usage.

Environment

Part of Handover HR Limited's values and principles is the conservation of the environment in which we live and operate. Care for the environment is an important part of the way in which we do business and is considered a key responsibility.

In this policy statement we commit our company to:

- Complying with all applicable environmental legislation, regulations and approved codes of practice
- Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water
- Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources
- Managing and disposing of all waste in a responsible manner
- Providing training for our staff so that we all work in accordance with this policy statement and within an environmentally aware culture
- Developing our management processes to ensure that environmental factors are considered during planning and implementation
- Monitoring and continuously improving our environmental performance

*Speak to our
experts today!*

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The Directors will make certain that the Company reduces its environmental impact by:

- Reducing all our transportation requirements wherever possible and using conference call facilities
- Using vehicles that are regularly serviced and checked with regards to their emission levels and how economically they use their fuel
- Sourcing and purchasing locally to save fuel costs wherever possible
- Ensuring that all lights and equipment are switched off when not required
- Ensuring that water is used resourcefully
- Using scrap and recycled paper for drafts and notes
- Printing in mono and double sided to reduce both ink & paper consumption