

### **Career Seekers Direct Environmental Policy**

Career Seekers Direct are providers of career guidance, training and consultancy services to a range of organisations including schools and colleges. We attach maximum importance to matters concerning the environment. Our policy is to minimise any adverse environmental effects caused as a result of our activities.

We continually assess the environmental impact of our operations, and will reduce wastage to the lowest practical level.

We will aim to achieve this by:

- Adopting a 'think first' approach to printing
- Encouraging the use of electronic communication whenever possible
- Using double-sided printing where appropriate
- Recycling used print cartridges
- Recycling waste paper
- Adopting a 'think first' approach to car journeys
- Considering the environmental impact of any materials purchased or disposed of in the delivery of any of our activities

This policy was first written in 2019.

It is reviewed on an annual basis.

V2.0 will next be reviewed in November 2024.