

Careforce Recruitment

(Division of Recruitforce Group (PTY) Ltd)

Environmental Management Policy

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1. Introduction

We are committed to sustainability, through encouraging environmentally aware behaviour among our team and as part of our company ethos.

We strive at all times to act in accordance with environmental legislation in pursuit of our business goals. Moreover, it is in line with our business model and Directors personal ambitions to move towards a more sustainable world. We do this through the direct steps taken by each individual in the pursuit of a carbon neutral and environmentally friendly organisation. We go beyond local legislation by adopting further policies which make sense to us as environmentally conscious corporate citizens.

This policy details the steps we are taking at Careforce Recruitment (division of Recruitforce Group (PTY) Ltd) in making eco-conscious decisions and supporting our clients to do the same through the services we offer.

We believe that small steps can impact large changes that are harmonious with the communities in which we are located, ensuring a proactive approach which aligns with our values and can be adopted as sustainable business practice.

2. Commitment

Careforce Recruitment (division of Recruitforce Group (PTY) Ltd) is committed to achieving Net Zero emissions by 2050 by:

- a. Continuously improve our environmental performance and integrate recognised environmental management best practice into our business operations
- b. Reduce our consumption of resources and improve the efficient use of those resources
- c. Measure and take action to reduce the carbon footprint of our business activities to meet our published objectives and targets
- d. Manage waste generated from our business operations according to the principles of reduction, reuse, and recycling
- e. Manage our business operations to prevent pollution
- f. Give due consideration to environmental issues and energy performance in the acquisition, design, refurbishment, location, and use of buildings
- g. Ensure environmental, including climate change, criteria are taken into account in the procurement of goods and services

- h. Comply, as a minimum, with all relevant environmental legislation, as well as other environmental requirements to which our company subscribes
- i. Implement changes to our existing environmental policy to align with both national and international policy changes

To meet our commitments we will:

- a. Provide oversight and review of environmental policies and performance, and allocate resources for their effective direction and implementation
- b. Review our environmental policy regularly, and set and monitor key objectives and targets for managing our environmental performance at least annually
- c. Communicate internally and externally our environmental policy and performance on a regular basis, and encourage feedback
- d. Communicate the importance of environmental issues to our people along with running continual awareness programmes within the organisation
- e. Work together with our people/ employees, service partners, suppliers, and landlords and their agents to promote improved environmental performance
- f. Promote appropriate consideration of sustainability and environmental issues in the services we provide to our clients

3. Baseline Emissions

Baseline emissions have been first recorded at 01 October 2022 as follows:

- 1. 2.0 Tonnes of CO2e building emissions footprint
- 2. 0.4 Tonnes of CO2e cars emissions footprint
- 3. 0.5 Tonnes of CO2e vehicle fuel emissions footprint

Totalling an annual total amount of 2.9 Tonnes of CO2e.

4. Carbon Reduction Initiatives

The following environmental management measures and projects have been completed or implemented since 2020, despite our baseline only being recorded for the first time in 2022. We project that carbon emissions will decrease over the next five years.

4.1 Travel

Due to the lack of public transport in South Africa and shared travel options, we have implemented the following initiatives within our organisation:

- a. We offer a work from home option and support our staff with cloud-based technology and equipment to use at home. This initiative, which commenced in 2020 greatly reduces travel to and from the office greatly reducing the cost and environmental impact of this daily commute
- b. We use video conferencing for staff meetings as well as candidate interviews
- c. We request our clients meet us on video conference instead of physically travelling to meet at their premises thus further reducing the cost and impact of travel
- d. Face to face staff meetings are limited and where practical, sharing rides are obligatory amongst employees unless absolutely unavoidable

4.2 Waste

- a. Our aim is to minimise waste material wherever possible and ensure we communicate these guidelines to employees.
- b. Our waste management policy is to:
 - o Use recycled paper and only print when necessary, using special printer/ copier features including double-sided printing to reduce paper waste
 - o The amount of paper bought is limited and whenever possible, we choose paper and other office supplies that contain recycled content and are recyclable. We request that suppliers use fewer packing materials or arrange for suppliers to take back reusable packaging on delivery
 - o When choosing vendors, we are mindful of how their products are manufactured and choose ecologically responsible companies whenever possible
 - o All paper and cardboard are recycled and work from home employees are expected to make use of the recycling options near their home or alternatively, collect waste and recycle when visiting the office for other purposes
 - o We will be phasing in a centralised company-controlled waste collection programme for work from home employees to take advantage of
 - o We have gone plastic free and provide our staff with reusable water bottles for use in their home office
 - o We provide our staff with a monthly shopping voucher incentive program to purchase eco-friendly cleaning products to use in their home office

4.3 Office Equipment

As much as 25% of an office building's energy consumption can be attributed to electronic office equipment. Energy efficient equipment can provide as much as 70% savings.

On an annual basis, we assess the state of the office equipment to ensure we are using the most energy efficient models. As equipment reaches their end-of-life, energy efficiency models should replace older models.

We require equipment to be replaced that is still functional. In every instance, it is unacceptable to include this equipment in regular refuse pickup. All efforts must be made to donate equipment, so it does not have a negative impact on the environment.

4.4 Lighting

On average, lighting accounts for 35-40% of an office building's energy consumption. Significant energy consumption and cost savings have been achieved by using LED lights, which can be up to 10 times more efficient.

All office buildings and home offices make use of energy efficient lighting. Also, due to the energy crisis in South Africa, home offices are geared to run as efficiently as possible.

4.5 Energy

Supporting our work from home option, we have initiated a solar subsidy incentive for staff who would like to have solar energy installed at home. Employees who achieve their annual targets will receive a 15% refund of any solar system or equipment installed in their home with the aim to a long-term "off the grid" system. This will also include additional features like installation of roof insulation to keep extreme temperatures at bay instead of utilizing air conditioning and heaters as insulation can improve temperatures by 4 – 8 degrees and is not installed as a standard in South African homes.

5. Summary

We are continuously reducing the impact of our business on the environment and setting initiatives in place to assist staff to act in a complaint manner.

We take pride in supporting Greenpop, an award-winning registered non-profit organisation headquartered in Cape Town, South Africa. This organisation works to restore ecosystems and empower environmental

stewards through forest restoration, urban greening, food gardening, and environmental awareness projects across Sub-Saharan Africa.

This policy represents our general position on environmental issues, and the policies and practices we will apply in conducting our business. All staff take direct responsibility to uphold the Environmental Policy set out to ensure a more sustainable place of work.

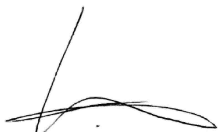
These guidelines are not exhaustive and opportunities to not only reduce our carbon footprint, but opportunities to improve the environment are regularly discussed and implemented.

6. Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with all known guidelines and emissions calculated and reported utilizing a corporate standard conversion calculator. We will continue to strive for further knowledge and improvement. Within the next 12 months we will sign up an ISO 14001 System Implementation Specialist Consultant to ensure our business operates within the ISO standard requirements and are carried out in accordance with effective methodology.

This Carbon Reduction Plan has been reviewed and signed off by the Managing Director.

Signed on behalf of Careforce Recruitment (division of Recruitforce Group (PTY) Ltd)



Date..... **04 October 2022**