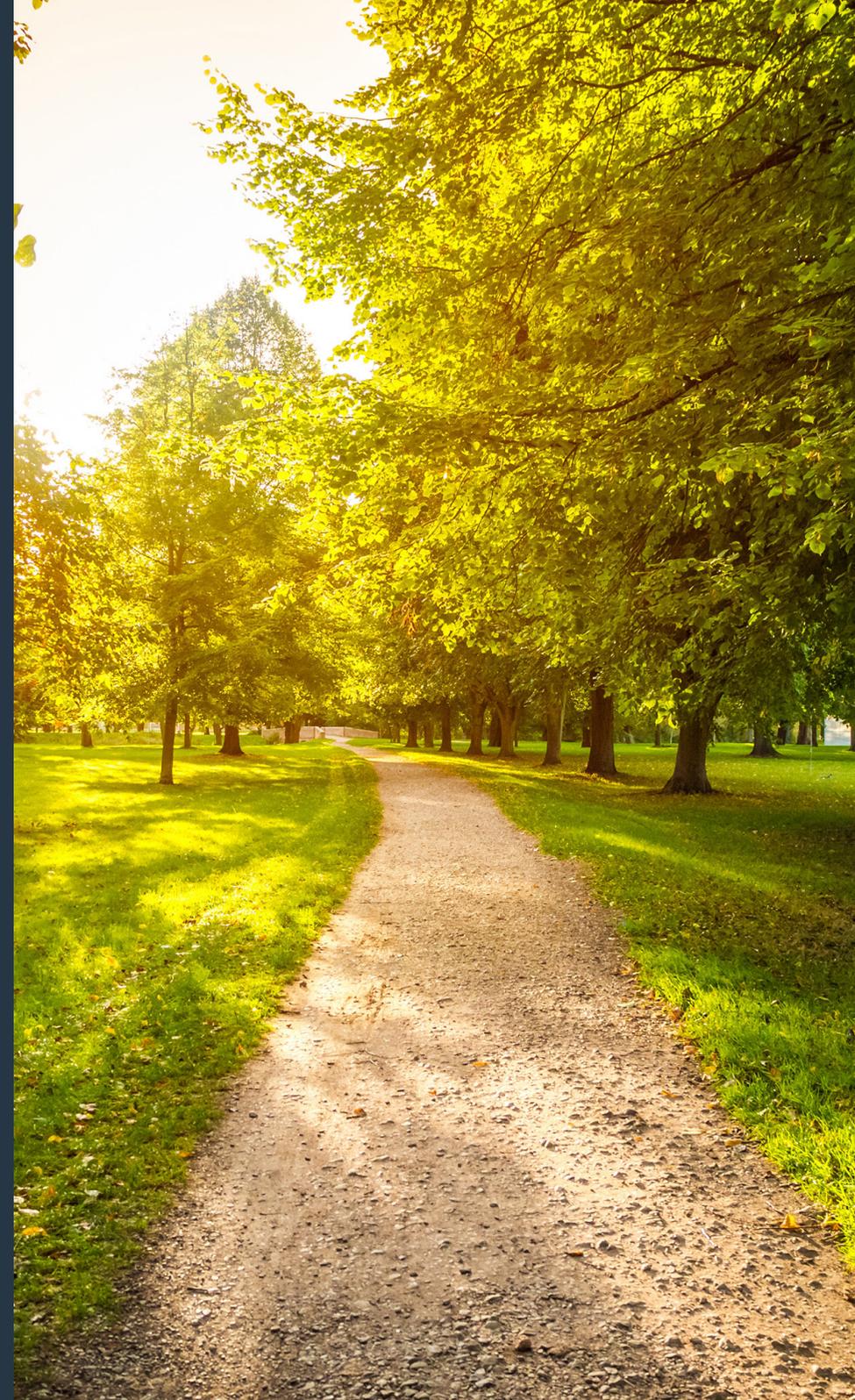


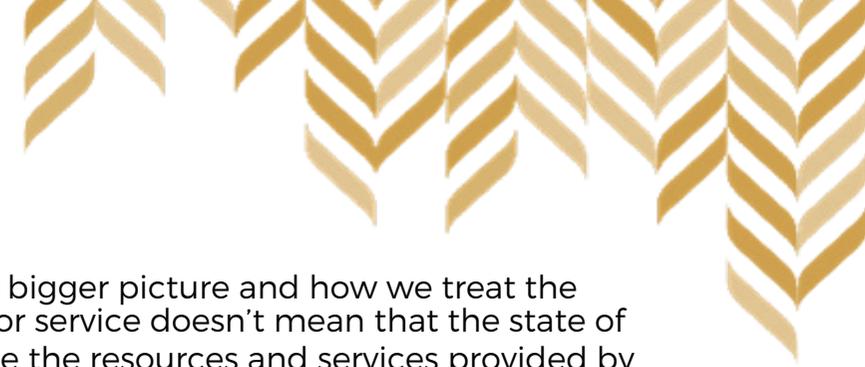


your IT recruitment partner



Sustainability Policy





Our Sustainability Policy

Although Xist4’s business focus is recruitment, we realise we’re all part of the bigger picture and how we treat the planet affects every one of us. Just because we’re not selling a green product or service doesn’t mean that the state of the planet isn’t our concern. We at Xist4, both as a business and personally, use the resources and services provided by Nature every day and so we must act responsibly

At Xist4, we’re committed to doing all we can to reduce our carbon footprint and our impact upon the planet. We’re examining all our activities to see if we can do them in the greenest way possible. It’s easy to think that our efforts are miniscule in the whole scheme of things, but every small action adds to a massive change.

The state of the planet affects everyone, however, the disadvantaged and marginalised suffer more pronounced effects. A sustainable society is also a fair and equal one where everyone has the same opportunity for a good quality of life – in the external environment they live in and for their own needs. As an executive search firm, we focus upon inclusion and diversity to help those who are often overlooked to fulfil their potential. So for us, the UN’s Sustainable Development Goal number 5, Gender Equality, is one which we’d like to support in particular. See

<https://www.un.org/sustainabledevelopment/gender-equality/> for more details about this goal.

Our key sustainability priorities

Xist4’s sustainability policy will focus on tackling what, for us, are the key environmental challenges that we are facing at this time:



Climate change and Net Zero



Waste



Water security



Resilient & inclusive communities



Sustainable consumerism

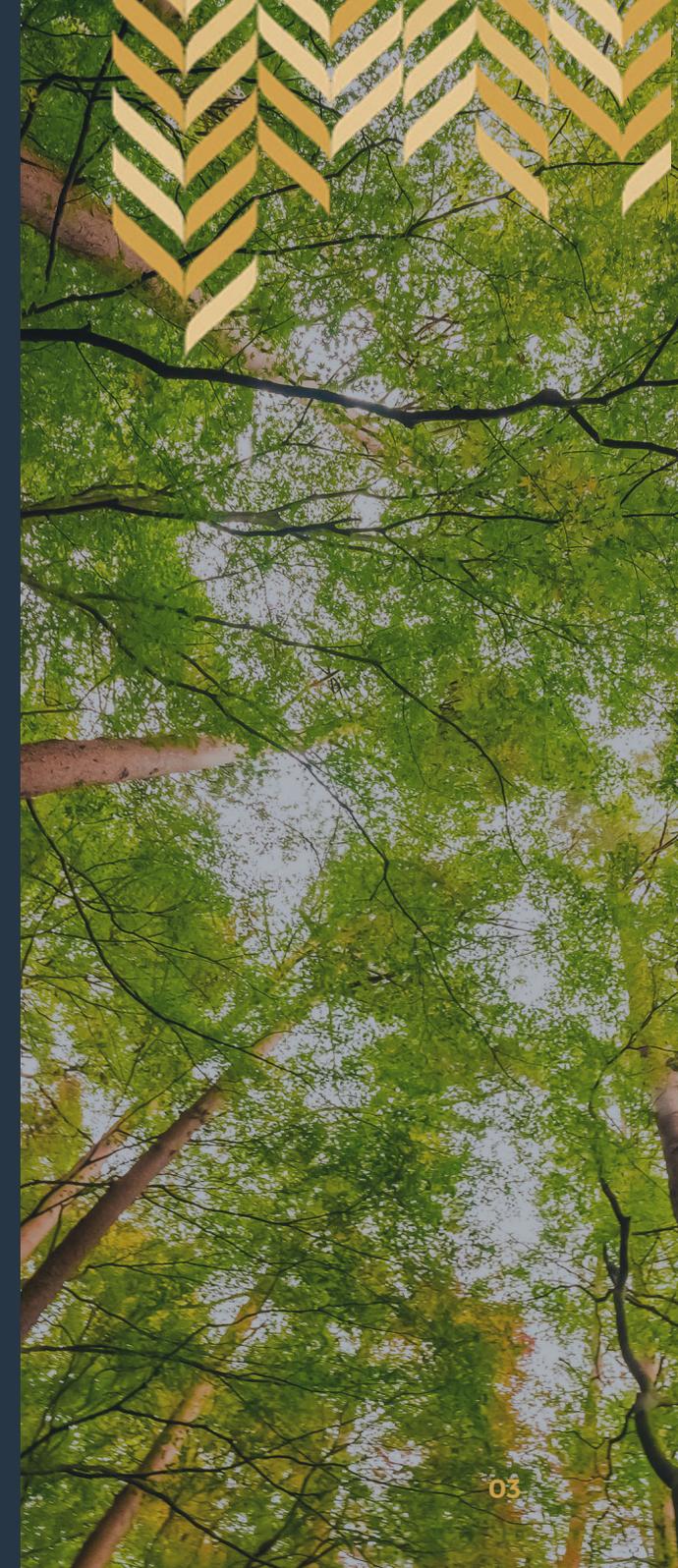
Guiding Principles

Our approach to being sustainable is guided by the following principles:

- To be guided by the environmental movement's mantra: Think Global, Act Local
- To identify all the areas of our business activity and minimise their impact as much as we can
- To annually review our progress towards making our activities greener and search for new ways to reduce their environmental impact
- To include sustainability issues into our decision-making process
- To give particular attention towards the UN's Sustainable Development Goal number 5
- As Bristol is our home base, we want to support and contribute, where possible, to Bristol City's One City Plan: the strategy for making Bristol a fair, healthy and sustainable place to live where everyone can share in its success by 2050
- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- In order to ensure all staff are committed to implementing and improving our sustainability work, we'll include sustainability responsibilities into staff job descriptions and include them in our regular reviews
- We'll make clients and suppliers aware of our sustainability commitments

Our Green Action Plan

The accompanying action plan outlines our journey – what we've achieved so far and our future goals. We acknowledge that embracing sustainability isn't a quick fix and that we'll always need to be reviewing what we do and how we do it. It's impossible in the current modern world to be 100% green but we are 100% committed to doing all we can. We hope our sustainability policy inspires you, if you haven't started already, why not join us in this journey?



Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
Climate change & Net Zero	<ul style="list-style-type: none"> To reduce carbon dioxide released from our travel 	<ul style="list-style-type: none"> 60% of staff journeys to work are by public transport, electric car, bike or walking. 70% of staff journeys on company business are by public transport, electric car, bike or walking. 	<ul style="list-style-type: none"> During 2020-21, staff have been working at home with very few face-to-face meetings so travel has been minimal 	<ul style="list-style-type: none"> To investigate providing incentives to encourage staff to use sustainable travel both for travelling to work & also on company business e.g. paying for bus passes. Consult with Energy Savings Trust about creating a sustainable travel plan Continue to use video conferencing for meetings as much as possible To provide guidance to staff about when to hold face-to-face meetings so as to reduce these as much as possible 	

Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
	<ul style="list-style-type: none"> To reduce carbon dioxide and greenhouse gases released because of our energy use 	<ul style="list-style-type: none"> To use 100% renewable energy to power our office To reduce energy use as much as possible within our office 	<ul style="list-style-type: none"> All light bulbs have been replaced with energy efficient ones We switch off appliances when not in use including at night We switch off lighting when rooms are not being used We put on a thick jumper before turning up the heating 	<ul style="list-style-type: none"> To switch to renewable energy supplier for both electricity and gas To have an energy efficiency audit of our premises carried out & implement the recommendations for reducing energy use As office equipment is replaced, we'll purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance To install thermostat on the heating system and keep it below 21oC unless a winter's day is particularly cold! 	<ul style="list-style-type: none"> JUSTONETree plants trees on behalf of businesses, schools & individuals. They are planted as part of conservation projects in developing countries, plus plants sea kelp which absorbs CO2 from the oceans helping to reduce increasing acidity levels which kill coral and sea life. Since its inception in late 2019, it's planted >884,000 trees. (https://www.juston-tree.life/) Ecosia is a search engine which uses its profits from searches to plant trees around the world where they're needed most. By the end of April 2021, it had planted over 124 million trees

Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
					<p>on 9,000 sites. It also powers its own offices using solar energy. https://info.eco-sia.org/what and https://blog.eco-sia.org/eco-sia-search-engine/)</p>
<p>Waste</p>	<ul style="list-style-type: none"> To minimise the amount of waste we produce 	<ul style="list-style-type: none"> To reduce the amount of virgin paper used in the office To reduce the amount of resources we use in the office To increase the amount of resources we recycle 	<ul style="list-style-type: none"> We never print out documents from computers unless absolutely necessary Our computers are set on duplex printing for when we can't avoid printing a document We use scrap paper for writing on before putting it in the recycling bin 	<ul style="list-style-type: none"> We'll buy refilled toner cartridges to use in our printers and recycle them when empty All staff will be given re-useable cups and water bottles so they avoid buying drinks in disposable cups or plastic bottles. Staff will be told about the Refill mobile phone app. 	<ul style="list-style-type: none"> Refill is a campaign run by the charity City to Sea and is a mobile phone app showing >190,000 places that will refill water bottles for free or give a price discount for buying hot drinks with a re-useable cup. It also shows shops offering reduced or no plastic packaging on products they sell (https://www.refill.org.uk/about/)

Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
			<ul style="list-style-type: none"> • All staff use china mugs for hot drinks and glasses for cold. We don't use vending machine or disposable cups. • We use paper in our printers which is made from 100% recycled paper pulp • All used cans and glass are put into a recycling collection • There are water-filled plastic bottles in the toilet cisterns to reduce the amount of water used for flushing 	<ul style="list-style-type: none"> • We'll replace our pens, pencils and other office resources with greener versions • We will find long lasting green replacements for all the single-use items we use • We'll use loose leaf tea to make our cuppas • When Covid-19 regulations allow, we'll use towels in our bathrooms for drying hands • We'll use rechargeable batteries for any battery-powered equipment • We'll buy reconditioned IT 	<ul style="list-style-type: none"> • Fairphone is a sustainably made phone which guarantees not to use metals mined in regions of conflict or run by criminal gangs. https://www.fairphone.com/en/. • This charity has donated >100,000 computers & laptops enabling 5 million African school children to learn how to use IT (https://www.itschoolsafrica.org/) • Freegle is a website which enables people to give away or get things for free in their local community. It began in 2009 and since then has prevented

Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
				<p>equipment whenever possible</p> <ul style="list-style-type: none"> • We won't change our mobile phones unless they're not useable. When we do, we'll buy a phone which doesn't use metals mined in conflict zones, and donate the old one to a recycling scheme • We'll donate our toner cartridges to recycling schemes • We'll donate unwanted IT equipment to charity, IT Schools Africa, which refurbishes unwanted IT equipment and sends it to schools in Africa 	<p>millions of tons of items going to landfill and provides a way for those struggling financially to obtain items they need. <i>(https://www.ilovefrengle.org/)</i></p>

Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
				<ul style="list-style-type: none"> • All redundant office equipment will be recycled or given away on Freegle or a similar scheme for passing on unwanted items • All paper which can't be re-used any more will be put in a recycling collection • All single-use plastic will be avoided unless we can't find an alternative • We'll obtain our milk from a local milk delivery service in glass bottles 	
<p>Water security</p>	<ul style="list-style-type: none"> • To minimise water use in the office 	<ul style="list-style-type: none"> • Use equipment and resources which use water efficiently 	<ul style="list-style-type: none"> • There are water-filled plastic bottles in the toilet cisterns to reduce the 	<ul style="list-style-type: none"> • We'll repair all leaking taps asap • We'll mark the kettle to show how 	

Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
			amount of water used for flushing	much water to use to make different numbers of cups of tea	
Resilient and inclusive communities	<ul style="list-style-type: none"> To increase the number of people from BAME backgrounds in tech-related & IT employment and help them develop their work skills and potential 	<ul style="list-style-type: none"> To run Xist4 as a successful business helping people from BAME backgrounds to find tech-related & IT employment and develop their work and personal potential To contribute to Bristol's One City Plan, especially the Economy & Skills thread which has the goal. 		<ul style="list-style-type: none"> To give support to the Economy & Skills thread in whatever way best fits our skills and capacity To give support to the initiative in whatever way best fits our skills and capacity 	<ul style="list-style-type: none"> The goal of the Economy & Skills Thread is to ensure all residents are able to play an active role in the economy and can access good quality jobs so helping to end inequality, deprivation & poverty (https://www.bristolonecity.com/) The Black & Green Ambassadors initiative is part of the Bristol Green Capital Partnership whose goal is to ensure the environmental movement is

Xist4's Green Action Plan



Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
					inclusive and representative of all communities including from BAME backgrounds See <i>website</i> for more details
Sustainable consumerism	<ul style="list-style-type: none"> We will support the development of a thriving local economy 	<ul style="list-style-type: none"> To buy from local suppliers as much as possible We will buy environmentally friendly products whenever there's the opportunity 	<ul style="list-style-type: none"> We buy organic and/or fair-trade tea and coffee 	<ul style="list-style-type: none"> Whenever we need to buy more resources, we'll investigate if we can buy these locally We'll use toilet paper made from recycled paper We will investigate taking out building and contents insurance with a company that operates sustainably and ethically We'll use natural cleaning products 	<ul style="list-style-type: none"> The company 'Who Gives A Crap' donates 50% of its profits to WaterAid to create safe & clean toilets and sanitation to communities in developing nations. The toilet rolls are made from 100% recycled post-consumer waste fibres (https://uk.whogivesacrap.org/) Sodium hypochlorate is the active ingredient in bleach and



Xist4's Green Action Plan

Sustainability Issue	Objective	Policy	Achievements So Far	Future Work	Comments
				which don't contain sodium hypochlorite	disinfectants. It is used for purification, bleaching, odor removal and water disinfectant. However, if it finds its way into rivers and watercourses in the environment, it can lead to acidification which is harmful to aquatic wildlife.