

# People Like Us®

## Environmental Policy

Version 1.0 · Effective: **1 July 2026** · Review: annually

### 1. Purpose and scope

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People Like Us® is committed to operating in an environmentally responsible way and to reducing the environmental impact of our business. As an office-based recruitment and executive search firm, our footprint is modest, but we believe a small business can still make meaningful, practical choices. This policy applies to all directors, employees and contractors, and complements our Ethical Recruitment Policy and Supplier Code of Conduct.

### 2. Our commitments

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We aim to understand and progressively reduce our environmental impact across the areas most relevant to our operations.

#### Energy and emissions

- Use energy efficiently in our workplace — efficient lighting and equipment, and powering down devices when not in use.
- Favour renewable or *GreenPower*-style electricity where it is available and reasonable to do so.
- Be mindful of the emissions associated with business travel.

#### Travel and remote work

- Prioritise phone and video meetings where they are an effective substitute for travel, including for candidate and client interviews.
- Plan and combine trips (for example, regular travel between Newcastle and Sydney) to reduce unnecessary journeys.
- Support flexible and remote working, which reduces commuting impact.

#### Resource use, paper and waste

- Operate as a digital-first business, keeping printing and paper use to a minimum.
- Reduce, reuse and recycle office materials, and dispose of general waste responsibly.
- Choose recycled or responsibly sourced consumables where practical.

#### IT equipment and e-waste

- Extend the working life of laptops, phones and other devices through proper care and maintenance.
- Recycle or responsibly dispose of end-of-life electronic equipment through accredited e-waste channels rather than landfill.
- Securely and responsibly redeploy or donate usable equipment where appropriate.

## Responsible procurement

- Consider environmental factors when selecting suppliers, products and services.
- Encourage suppliers to adopt sound environmental practices, consistent with our *Supplier Code of Conduct*.

## 3. Compliance

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We will comply with all applicable environmental laws and regulations relevant to our operations, and treat these as a minimum standard rather than a target.

## 4. Responsibility, awareness and review

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This policy is owned by **Nicol Matheson, Managing Director** who is responsible for its implementation. All staff are encouraged to suggest and support practical environmental improvements. We will review this policy at least annually and update it as our business and understanding evolve.

**Continual improvement.** We recognise this is a starting point. As the business grows, we will look to measure our impact more formally — for example, tracking energy use or travel — and set specific reduction goals.

**Approved by:**



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**Name: Nicol Matheson**

**Title: Managing Director**

**Date: 12 June 2026**