

GALAXY STAFFING POLICIES & PROCEDURES

ENVIRONMENTAL

Validated	01 August 2026
Scope	We acknowledge our responsibility to, and the commercial advantages of, maintaining a sound environment. We recognise the importance of the impact of our activities on the environment and that there is a need to constantly consider ways in which we can conserve energy and minimise waste in all activities that we undertake
Purpose	To provide information and guidance on how we treat and dismiss staff fairly.
Procedure Owner	Galaxy Staffing Ltd.
Last review date	01 August 2026
Next review date	31 July 2027
Review Frequency	Annually
Authorisation	Ramesh Poudel
Signature	

Policy

Waste Management

It is our policy to work with our staff and suppliers to ensure that all waste is disposed of in line with legal and environmental requirements.

Recycling and use of Recycling Materials

To utilise, and promote the use of, recycled materials whenever possible, ensuring that materials are disposed of in an environmentally safe manner at the end of their useful life.

Energy Conservation

To manage electricity, water and gas supplies to ensure minimum consumption through energy efficient initiatives. It is our policy to make efficient use of natural light within our building and to conserve energy by adopting an 'only turn on when using' approach to equipment. We also endeavour to screen suppliers to ensure that materials provided by third parties adhere to green credentials.



Environmental Management Awareness

To raise and maintain a high level of understanding of, and participation in, environmental best practices by staff and suppliers. Environmental objectives and targets are set and audited by the internal auditor, the Office Manager.

Pollution

We are committed to and ensure the continual improvement and the prevention of pollution and will remain committed to this objective.

Legal requirements

We are committed to compliance with applicable legal and with other requirements to which Galaxy Staffing subscribes that relate to our impact on the environment and our environmental aspects.

NB: The policy document is also communicated to those we work with and on behalf of.

