



City of York Trading Ltd Sustainability Policy Statement

Introduction

City of York Trading Ltd recognise that sustainability is becoming a key issue for business and society at large, and that many current industrial, economic and social systems risk storing up future problems.

City of York Trading Ltd are therefore committed to looking forwards, to a new and better way of doing things, and will practice a triple bottom line approach to sustainability:-

- Environmental – helping to reduce environmental damage to levels which can be absorbed by nature
- Social – helping to develop a healthy and fair local and global society
- Financial – creating a sustainable business model as part of a stable prosperous economy.

Environmental

City of York Trading Ltd are committed to achieving carbon net zero by 2050 and have a CCS approved Carbon Reduction Plan reviewed annually.

We are working towards Good Business Charter member status.

1. We operate a city centre office, within easy reach of local and national transport services and with nearby cycle parking. We encourage our staff to use public transport, cycle or walk to work where feasible, and are investigating setting up salary sacrifice schemes for bicycles. We don't operate any company vehicles at present but our business plan does provide for future purchase/hire of an electric vehicle for necessary work related journeys.
2. All office lights are LED and energy efficient, though for much of the year the building is well-lit by natural light so it is not always necessary to turn these on. Our gas heaters and boilers are new and regularly serviced, radiators and other heaters are fitted with adjustable thermostatic controls, boilers, tanks and pipes are well insulated and we do not have air conditioning.
3. We aim to seek green energy suppliers for our utilities, once the current contracts arranged by our landlord come to an end in 2023.
4. We use office printers and computers and will work with our IT providers to reduce any wasted energy used by this equipment overnight. Our fridges are new, energy efficient and cleared weekly, and we do not run freezers.



5. We bulk purchase office consumables and cleaning products from local suppliers where possible to minimise packaging and transport costs. We will work with these suppliers to source the most environmentally friendly options once existing stocks have been used up.
6. We try to re-use existing materials when feasible, and freecycle unwanted but good condition items. We sort and recycle as much of our waste as possible and have recycling bins across all floors of our office.
7. We encourage our staff and visitors to use re-usable crockery, rather than disposable items, and have arranged to have a mains-fed water chiller installed in the office, to avoid the need for single use plastic water bottles.
8. Our recruitment services are deliverable with no physical goods, manufacture or transport. Most of our clients are based locally, so staff placed with them are also able to commute by public transport/bike or foot. Where feasible we work with more remote clients to arrange lift-sharing between staff to reduce the number of car journeys made to each workplace.

Social

9. We value our staff team and aim to provide them with the skills necessary for them to undertake their work efficiently and effectively, in a friendly and pleasant working environment, where staff are given the opportunities necessary to develop and perform to their full potential.
10. We support our staff to obtain industry standard sector specific qualifications (and give paid study time). We have regular formal and informal whole staff, team and 1:1 meetings and arrange staff social events both in and out of the office.
11. We pay good basic salaries (which are reviewed annually) and our staff are part of an incentive based system that gives them a "stake" in the success of the company, so are eligible for commission and profit related pay.
12. We operate hybrid working between the office and home, which enables staff to maintain a good work-life balance, and allows them to fit work around other important aspects of their lives.
13. We are a dog-friendly office and encourage staff to bring in their *well-behaved* dogs if they wish.
14. We value the temporary agency staff who we recruit to work for our clients. We treat them fairly and ethically, with transparent pay rates, holiday pay calculated on an average of their own pay, workplace pensions and weekly pay.
15. We organise regular training and social events for our temporary staff, and also larger events, such as our Shining Stars Awards – which celebrates the contribution that temporary staff make to our clients workplaces. We aim to keep staff who want to work on an agency basis for us moving from one client assignment to the next, giving them decent and sustainable temporary work opportunities.



16. We provide a consultative, professional and highly responsive recruitment service to a range of public, private and third sector organisations and aim to be the first choice for permanent and temporary recruitment, by being approachable, listening actively and being ethical. In line with this approach, we aim to develop further high quality customer focussed and responsive relationships with ethical organisations who treat their staff well.
17. We use other employment agencies to support us with staffing hard-to-fill roles, though the preference would be to stimulate the local economy, we accept that for some more specialist needs we currently have to look further afield.
18. We are a company that values social investment and considers the impact it can make on local communities by 'giving back', in the form of a social dividend, to organisations that help support and improve employment opportunities. We regularly support local charities and other organisations working with disadvantaged groups, including with donations, fundraising activities, events and by sharing our skills for the benefit of the people they support.
19. We comply with all equal opportunities laws and regulations and in the last two years have reported a negative mean gender pay gap (with women paid slightly more than men) and very small median gender pay gap (with men paid just 1% more).

Financial

20. We aim to provide our clients with a service which is affordable and represents value for money.
21. We will maintain and build strong brands to provide an appropriate and sustainable level of profitability and return to our shareholder
22. We will utilise appropriate business systems so that that our company runs effectively, is properly managed and subject to appropriate governance arrangements.
23. Where appropriate, we will control costs using hybrid working and virtual interviewing and other modern communication technologies.
24. We will avoid ethical liabilities by implementing our social and environmental sustainability policies.
25. We have no current debt, and will aim to minimise future debt and other financial liabilities.
26. We aim to invest in other sustainable businessness to help encourage the growth of a larger sustainable company with the potential to deliver efficiencies and economies of scale which can then be reinvested in improved service delivery, support to our shareholders and the local economy, providing a diverse and long-term future for the company.