

GROUP ENVIRONMENTAL POLICY

Introduction

Hays takes its role as a leading global Workforce Solution business seriously. This means operating responsibly and sustainably to ensure we uphold our purpose and enhance our reputation.

As participants in the UN Global Compact we are committed to their ten responsible business principles, which for the environment includes: Principle 7 - that businesses should support a precautionary approach to environmental challenges; Principle 8 - that businesses undertake initiatives to promote greater environmental responsibility; and, Principle 9 - that businesses encourage the development and diffusion of environmentally friendly technologies.

This policy sets out how Hays is committed to respecting the environment, taking climate action and contributing to environmental sustainability through the world of work. We are committed to achieving continuous improvement in environmental performance and preventing pollution, by improving our environmental sustainability and operating in a carbon reduction conscious way.

We are also committed to providing clients with services which meet their requirements whilst endeavouring to avoid harm to the environment, our employees, visitors, and all others who may be affected directly or indirectly by our activities.

Scope

This policy applies to the group-wide Hays' business operations and is relevant to all Hays employees and includes contractors and temporary workers on Hays sites. Wherever we operate, we comply with local laws and regulations, and cooperate with the relevant authorities.

As reflected in our Supplier Code of Conduct, we expect our suppliers to be engaged on environmental issues as reflected in our Supplier Code of Conduct and to be supportive to our efforts on climate.

Addressing our impacts

As a service provider, our impacts may be comparatively less than say manufacturing businesses in heavily emitting sectors. This said, we seek to identify and reduce our significant environmental effects and prevent any pollution which may arise from our processes, operations, and work activities.

We recognise our impact on natural resources through the energy, paper and food we consume, the transport we use and our purchase of manufactured goods and that our operations and supply chain contribute to green-house gas emissions.

In the operation of our business, we generate waste and contribute to various waste streams which include recyclable, general land fill, secure disposal, and water.

We operate from rented and multi-tenanted office buildings. We therefore recognise the importance of landlord selection and engagement, in relation to our environmental impacts.

In seeking to limit our environmental impacts, we shall:

- Create and adapt a process including the annual appraisal of objectives and measurable environmental goals, in line with our Science-based targets, transparent disclosure and communication of progress to our people and to external stakeholders, and the application of external assurance and verification, where relevant;

- Strive to ensure compliance with existing and future legislation and any other initiatives or requirements to which the company subscribes including CDP Climate and where certified ISO 14001;
- Work and consult with relevant external bodies, our own people and other stakeholders to continually improve our environmental performance and to support and advocate for environmental action;
- Favour an approach of reduce, reuse and recycle; to limit consumption of and demands for natural resources, manufactured goods and energy, to respect biodiversity, and to generally minimise the volumes of waste generated whilst promoting the recycling of unavoidable waste;
- Strive to make a fair contribution to reaching societal Net Zero greenhouse gas emissions, by disclosing our annual Scope 1, 2 and 3 emissions and seeking reductions in line with a science-based reduction trajectory, contributing to accredited climate projects outside of our value chain, and conducting appraisal of climate risks and opportunities, whilst adopting renewable energy sources where possible;
- Favour where possible, offices and landlords that have strong environmental credentials and consider environmental issues, including biodiversity, in the design, refurbishment, location and use of buildings;
- Service our clients in finding the right talent and skills to fulfil their demand for environmental expertise;
- Focus engagement in relation to environmental commitments with suppliers as part of developing supplier relationship management and a preference for sustainable procurement;
- Adopt sustainable business travel principles, whereby travel:
 - is planned so to make an efficient use of time, deliver business impact and be mindful of our greenhouse gas emissions reduction targets,
 - is only undertaken on business necessity with relevant approvals and permissions,
 - is booked through the appointed business travel providers where they are available,
 - is avoided through the application of technologies that enable virtual meetings and electronic communications,
 - impacts are minimised by walking, cycling, taking public transport and the sharing of car rides and taxis,
 - uses options that are greener for employees and are supported through relevant employee benefit schemes,
 - journeys using vehicles should favour those run on electric rather than those run on fossil fuels,
 - journeys by train are favoured over flights where train travel is a credible alternative,
 - journeys requiring flights should be undertaken in economy class unless required for clear health or paramount business reasons,
 - exceptions against these principles are only based on health and / or welfare issues.
- Assess and discuss relevant environmental issues regularly through the relevant committees and forums including but not limited to the Climate Committee and the ESG Committee;

- Review and revise this policy as necessary at regular intervals and make this policy available both internally and externally to our organisation;
- Provide adequate resources so that our people may work in environmentally safe, clean, and efficient workplaces; and
- Make available appropriate environmental information and training, for our people, to encourage good practice and ways of working.

Responsibilities and Oversight

It is the responsibility of local management to support a working approach that is in accordance with this policy.

It is the responsibility of the Group Head of Sustainability to support a good practice approach for minimising environmental impacts across the global business.

The Hays plc Board has ultimate responsibility for governance of the Hays Group, which includes oversight of sustainability matters. The Hays plc Board has delegated some responsibility for monitoring ESG and Sustainability matters to the ESG Committee, which is a sub-committee of the Board. The ESG Committee meets four times a year and plays an active role in both monitoring and shaping ESG strategy at Hays.

The Chief Executive Officer, supported by the Executive Leadership Team (ELT), is responsible for the day-to-day management of the Hays business and operations, and for monitoring the detailed performance of all aspects of our business. In this regard these principles are led by our Chief Executive Officer with full support from the ELT.

Date: 30 September 2024

Approved by: ESG Committee of the Hays PLC Board