

GALAXY STAFFING POLICIES & PROCEDURES

SUSTAINABILITY

Validated	01 August 2026
Scope	This policy applies to all Galaxy Staffing employees, associates, secondees and third parties who undertake activity for and on behalf of Galaxy Staffing. It applies to the goods and services we procure, our direct operations and the services we provide to our customers
Purpose	To provide an effective framework for realising our commitment to creating a sustainable society by protecting and where possible enhancing the our social, environmental and economic impacts, preventing pollution, reducing social inequality and driving sustainable economic development as part of a transition to a low carbon future.
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

We are committed to creating a sustainable society actively managing our operations in a way that balances our social, environmental, and economic objectives. To do this, sustainability considerations are woven throughout a suite of interdependent policies and their procedures, which are implemented collectively to deliver the objectives of this policy

All employees including associates, secondees and third parties are responsible for ensuring that this Policy is adhered to. In addition, those employees who procure goods and services should follow our Procurement Policy including the requirement to include social value considerations which mirror our sustainability objectives. As referenced some activities within the scope of this Policy are covered by additional dedicated policies and procedures to ensure that the objectives of this Policy are delivered.

We are committed to contributing to a more sustainable society and to continually improve the positive impacts we make by:

- ensuring compliance with all relevant legislation and standards, and the expectations of our customers and other key stakeholders
- ensuring our systems and procedures prevent pollution, and minimise resource consumption



- ensuring our employees and suppliers are able and are encouraged to support our sustainability commitments
- ensuring we continue to develop services which meet the needs of those customers who are often less able to participate in mainstream services
- ensuring we continually review how we can make improvements to our sustainability performance

To realise these commitments, sustainability performance is driven by the Senior Management Team, through our:

- Agreed Shared Values, namely: Make a positive difference; Stronger together; Empower people; Do the right thing and Build on success
- Equality and Diversity policy and positive about disability status we are committed to action on equal opportunities
- Service offer, ensuring it targets and supports those customers who are least able to access mainstream service provision
- Travel Policy which encourages journey planning and the use of alternative modes of transport which limits CO₂ emissions
- ICT Disposal Policy which covers reuse, recycling and the associated data security issues
- Environmental Policy which covers energy, waste and paper usage
- Inclusion of Social Value requirements into our procurement policy

To realise our sustainability objectives we recognise the need for and are committed to communicating these objectives to our suppliers, employees, customers and wider stakeholders. This is achieved via our procurement processes, and our existing communication channels to employees including the business plan, intranet, newsletters, team briefings and the staff induction processes.

This policy and the actions arising from it will be annually reviewed as part of the business planning process which involves senior leadership and management teams.

