LINK EDUCATION LTD

P012 – ENVIRONMENTAL, ESG & CORPORATE SOCIAL RESPONSIBILITY POLICY

VERSION 2.0 | AUGUST 2026 | CONTROLLED DOCUMENT

1 PURPOSE, COMMITMENT AND SCOPE

Link Education Ltd is committed to operating responsibly and considering environmental, social and governance factors in proportion to the nature, scale and impact of its education recruitment business. This policy provides the overarching ESG and corporate social responsibility framework for employees, procurement, client assurance and continuous improvement.

It applies to directors, employees, consultants, contractors, suppliers and business partners where relevant. It complements, rather than repeats, Link's specialist policies on modern slavery, equality, data protection, anti-bribery, tax, health and safety, safeguarding and ethical conduct.

Link will comply with applicable environmental, employment, equality, human-rights, procurement, tax, data-protection and corporate laws. Commitments and public statements must be accurate, supportable and proportionate; no person may make an unverified environmental or social-impact claim on Link's behalf.

2 ESG PRINCIPLES

Pillar	Link Education approach
Environmental	Reduce avoidable resource use, waste, travel and environmental harm; use digital processes and responsible disposal where appropriate.
Social	Promote safeguarding, fair work, equality, wellbeing, ethical recruitment, skills and positive outcomes for education and early-years communities.
Governance	Maintain accountable leadership, lawful conduct, effective controls, transparent records, due diligence and accessible reporting routes.

3 ENVIRONMENTAL RESPONSIBILITY

- Minimise avoidable printing and use secure digital records where suitable.
- Use energy, heating, lighting, water, equipment and consumables responsibly.
- Reuse, recycle and dispose of paper, IT equipment, batteries and confidential waste through appropriate routes.
- Purchase durable, efficient or lower-impact products where proportionate to quality, security and cost.
- Plan meetings, travel and deliveries efficiently and use remote options where effective.
- Prevent pollution and report leaks, waste, unsafe disposal or other environmental concerns.
- Consider environmental factors when selecting and reviewing material suppliers.

Digital working is not automatically impact-free. Decisions will balance environmental benefit with safeguarding, accessibility, information security, service quality and legal record-keeping requirements.

4 SOCIAL RESPONSIBILITY

- Safeguard children and promote safe recruitment through P001 and P002.
- Provide fair, inclusive and respectful recruitment and employment under P009.
- Oppose forced labour, trafficking and worker-paid recruitment fees under P008.
- Operate transparent PAYE, holiday, AWR and pension arrangements under P004, P011 and P022.
- Support learning, development, progression and workforce competence.
- Promote wellbeing, safe work and appropriate support without making promises beyond available resources.
- Treat candidates, workers, clients, suppliers and communities professionally and with dignity.

Link's core social value is supporting schools and early-years settings with suitably vetted workers while providing fair access to work. Any additional community initiative, donation, volunteering or partnership must be authorised, lawful, appropriately resourced and free from conflicts of interest.

5 RESPONSIBLE RECRUITMENT AND EDUCATION IMPACT

Consultants will consider service quality, safeguarding, inclusion, worker welfare, travel practicality and sustainable placement outcomes. Recruitment targets or client pressure must not override vetting, pay, equality, AWR or ethical standards.

- Advertise accurately and inclusively.
- Avoid unnecessary candidate travel or repeated documentation where a secure alternative is appropriate.
- Match workers to roles using relevant skills, suitability and availability.
- Support continuity for pupils and settings without creating unfair barriers for workers.
- Record and address service, conduct or compliance concerns.
- Use feedback and complaints to improve systems and training.

6 RESPONSIBLE PROCUREMENT AND SUPPLIERS

Supplier assessment will be proportionate to value, criticality and risk. Link may consider legal compliance, data security, service resilience, labour practices, modern slavery, environmental management, conflicts, ownership, sanctions, financial standing and relevant social-value commitments.

- Use clear requirements and fair selection criteria.
- Avoid accepting unsupported ESG claims as evidence.
- Include appropriate contractual standards, notification and audit rights.
- Monitor material suppliers and reassess where risks or circumstances change.
- Seek corrective action where proportionate; suspend or end relationships where serious risk cannot be controlled.
- Record significant decisions and conflicts of interest.

7 GOVERNANCE, ETHICS AND ACCOUNTABILITY

Role	Responsibility
Managing Director	Senior accountability, approval of public commitments and oversight of material ESG risk.
Chief Operating Officer	Policy ownership, objectives, evidence, due diligence, reporting and improvement.
Managers	Apply requirements in decisions, procurement, people management and client service.
All personnel	Use resources responsibly, follow specialist policies and report concerns.
Suppliers/partners	Meet applicable contractual and legal standards and cooperate with proportionate assurance.

Governance includes accurate records, delegated authority, financial control, data protection, safeguarding, risk management and separation of duties. ESG considerations do not replace these controls or create authority to spend, commit or speak publicly without approval.

8 OBJECTIVES, MEASURES AND EVIDENCE

Link may set proportionate annual objectives based on material risks and available reliable information. Measures should be specific, evidence-based and useful rather than collected solely for appearance.

Area	Possible evidence
Environmental	Paper/consumable use, waste routes, equipment disposal, energy or travel initiatives.
Social	Safeguarding and compliance assurance, EDI actions, training, complaints, worker/client feedback and community activity.
Governance	Policy reviews, audits, supplier due diligence, incidents, corrective actions, declarations and training completion.

Absence of a metric must not be disguised by an estimate presented as fact. Baselines, methodologies, limitations and ownership should be recorded for material claims.

9 REPORTING CONCERNS

Concerns may be raised with a line manager, the COO or Managing Director. Service complaints use P007; protected disclosures use P013; safeguarding concerns use P001; and immediate danger must be reported to the emergency services where appropriate. No person will suffer retaliation for raising a genuine concern.

10 MONITORING AND REVIEW

Link will periodically review material ESG risks, objectives, supplier evidence, complaints, incidents and improvement actions. The policy will be updated after significant legal, contractual or operational change. Public, tender and client responses must be checked against current evidence and approved by an authorised person.

11 RELATED CONTROLLED DOCUMENTS

- P001 – Safeguarding & Child Protection Policy
- P005 – GDPR, Data Protection & Information Security Policy
- P007 – Complaints & Escalation Procedure
- P008 – Modern Slavery & Human Trafficking Policy
- P009 – Equality, Diversity & Inclusion Policy
- P010 – Business Continuity Policy & Plan
- P011 – Payroll & PAYE Compliance Statement
- P013 – Whistleblowing Policy
- P016 – Anti-Bribery & Corruption Policy
- P018 – Health & Safety Policy
- P019 – Code of Conduct & Ethics
- Supplier due-diligence, risk, objective and corrective-action records

12 DOCUMENT CONTROL

Field	Controlled information
Document title	Environmental, ESG & Corporate Social Responsibility Policy
Reference	P012
Version	2.0
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Approved by	Managing Director
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Supersedes	Previous P012 Environmental, ESG & Corporate Social Responsibility Policy