



Environmental, Social and Governance (ESG) Policy

Purpose

This Environmental, Social and Governance (ESG) Policy sets out how Trust Education operates as a responsible education recruitment business.

It applies to:

- All employees, workers, and contractors of Trust Education.
- All offices and operations.
- Our relationships with candidates, client schools and colleges, suppliers and other stakeholders.

The policy is aligned with good practice in the UK recruitment and education sectors and reflects expectations from clients, candidates and professional bodies such as the Recruitment & Employment Confederation (REC).

ESG Principles

Trust Education will:

- Protect the environment by reducing the negative impacts of our operations and supporting the transition to a low-carbon economy.
- Create positive social impact for candidates, schools, learners, our people and the communities we serve.
- Maintain high standards of governance through ethical conduct, strong controls, transparency and continuous improvement.

Environmental Commitments

We recognise that, although we are a service business, our activities have an environmental footprint. We will:

Energy and Carbon

- Measure and, where practicable, reduce emissions from our offices, business travel and digital operations.
- Use energy efficiently and favour low-carbon options, including LED lighting, efficient equipment and responsible heating and cooling settings.
- Prioritise virtual meetings and interviews where appropriate to reduce travel.

Travel and Commuting

- Encourage low-carbon travel (public transport, car-sharing, walking or cycling).
- Review the necessity of journeys and favour sustainable options when booking travel.
- Consider environmental factors when choosing office locations and facilities.

Waste and Resources

- Reduce single-use materials and unnecessary printing; use digital documentation by default.
- Reuse and recycle office materials (paper, IT equipment, furniture) through approved schemes.
- Purchase office supplies and marketing materials from suppliers with credible environmental practices.

Sustainable Procurement

- Consider environmental performance and certifications when selecting suppliers.
- Encourage suppliers to minimise packaging and improve the sustainability of products and services.
- Review key supplier contracts periodically to identify opportunities for lower-impact alternatives.

Social Commitments

Our social impact is central to who we are as an education recruitment agency. We will:

Safeguarding and Child Protection

- Treat safeguarding as non-negotiable in all placements.
- Maintain robust vetting, background and reference checks in line with Keeping Children Safe in Education and REC guidance.
- Ensure all relevant staff understand and follow our safeguarding and whistleblowing policies.
- Suspend or terminate any relationship where safeguarding concerns are not adequately addressed.

Diversity, Equity and Inclusion

- Promote equal opportunities for candidates, employees and applicants regardless of protected characteristics or socio-economic background.
- Work actively with schools and candidates to tackle bias and discrimination in recruitment and selection processes.
- Monitor diversity data where lawful and appropriate, and use it to inform action plans.
- Provide training on inclusive recruitment and unconscious bias for recruitment consultants and managers.

Fair Work and Employee Wellbeing

- Provide a safe, healthy and respectful workplace, complying with all health and safety regulations.
- Offer fair pay, working hours and benefits in line with legal requirements and sector standards.
- Promote flexible working where possible and support work–life balance.
- Make mental health support and signposting available to employees.

Candidate Experience and Rights

- Treat candidates with respect; provide clear information about roles, rates of pay, expectations and working conditions.
- Pay workers accurately and on time, in line with agreed terms.
- Handle complaints and concerns promptly, fairly and transparently.
- Offer feedback and professional development opportunities where possible, including signposting to training and CPD.

Community and Social Value

- Support initiatives that enhance educational outcomes and narrow the attainment gap, for example mentoring, volunteering, fundraising or pro-bono recruitment support.
- Prioritise long-term relationships with schools and multi-academy trusts that are committed to inclusive and high-quality education.
- Explore partnerships that improve access to teaching and support roles for under-represented groups.

Governance Commitments

Strong governance underpins everything we do.

Ethics and Compliance

- Comply with all applicable laws and regulations, including employment law, agency worker regulations, data protection (UK GDPR), health and safety and financial crime legislation.
- Follow the REC Code of Professional Practice and relevant sector guidance.
- Maintain zero tolerance for bribery, corruption, fraud, harassment and bullying.
- Ensure conflicts of interest are identified, declared and managed appropriately.

Data Protection and Confidentiality

- Collect and process personal data fairly, lawfully and transparently, with clear privacy notices.
- Store data securely and only for as long as required for legal, contractual or legitimate business purposes.
- Provide data protection training to relevant employees and appoint a suitable data protection lead.

Risk Management and Controls

- Implement appropriate internal controls around onboarding, payroll, vetting, finance and IT security.
- Investigate incidents and near-misses, and implement corrective actions.

Decision-Making and Accountability

- The Board/Directors retain overall accountability for ESG strategy and performance.
- An ESG Lead (or equivalent role) is responsible for day-to-day coordination, monitoring and reporting.
- Managers are responsible for embedding ESG into team objectives and actions.
- All employees are responsible for acting in line with this policy and reporting concerns.

Whistleblowing

- Maintain a confidential whistleblowing mechanism for employees, candidates and suppliers to raise concerns about unethical, unsafe or illegal practices.
- Treat all disclosures seriously, investigate promptly and protect individuals from victimisation.

Working with Clients and Suppliers

We expect the organisations we work with to uphold standards consistent with our ESG principles.
We will:

- Communicate this policy to clients, schools, colleges and suppliers.
- Assess key suppliers (including umbrella companies and training providers) for compliance with legal, ethical and ESG standards.
- Seek to work with client schools that demonstrate strong safeguarding, inclusion and environmental practices.
- Reserve the right to review or withdraw from relationships where serious or repeated ESG concerns remain unresolved.

Implementation and Training

To bring this policy to life we will:

Develop an ESG Action Plan with clear objectives, responsibilities and timescales.

Integrate ESG considerations into business planning, recruitment processes, supplier selection and office management.

Provide induction and refresher training on ESG topics (safeguarding, inclusion, climate awareness, ethics, data protection).

Include ESG responsibilities in job descriptions and performance reviews where relevant.

Monitoring, KPIs and Reporting

We will monitor our performance using relevant indicators, such as:

- Environmental: office energy use (where data is available), business travel patterns, paper consumption, equipment recycling.
- Social: safeguarding compliance metrics, candidate and client satisfaction, diversity data, staff turnover and engagement measures.
- Governance: completion of mandatory training, audit findings, reported incidents and resolution times.

We will:

- Report ESG progress to the Board/Directors at least annually.
- Share key highlights with employees and, where appropriate, externally (for example on our website or in an ESG summary report).

Review and Document Control

This policy will be reviewed at least annually, or sooner if there are significant changes in legislation, best practice or our operations.

Revisions will be approved by the Board/Directors and communicated to all employees.

Each new version will be given a new version number and date; previous versions will be retained for reference.