

## ESG POLICY

**The Panel** seeks excellence in every aspect of our business and is committed to minimising the environmental impacts of our business operations, to building a sustainable business for our employees and sustainable society for our clients and candidates.

We will make every effort to ensure that environmental performance is an integral part of The Panel's performance and of the performance of all of our employees.

We are aware of the importance of acting in a responsible and ethical manner in our engagement with customers, employees and local communities, as it is fundamental to the sustainability of our business. The Panel values the community where we live and work and wants to support and give something back to it.

### Legislation and Awareness

The Panel aims to be fully aware of all environmental legislation and ensure that regulatory requirements are met, and where feasible, improved upon. We will do this by informing and motivating all our staff and encourage them to play an active role in the process. Providing training for our staff so that we all work in accordance with this policy and within an environmentally aware culture. The Panel has implemented a training program for its staff to raise awareness of environmental issues and enlist their support in improving the Company's performance.

### Waste Management

The Panel manages waste generated from our business operations according to the principles of reduction, re-use and recycling:

- Actively promote recycling internally.
- All CVs are emailed to clients to reduce use of paper.
- Replace all of our printer toners and ink jet cartridges with recycled cartridges.
- Manage and dispose of all waste in a responsible manner; we dispose of waste paper, card, shredded documentation, tin, plastic and glass via the Recycling Centre in Ringsend
- We utilise eco-friendly cleaning products for the office.
- Old computer hardware and peripherals are disposed of through a professional hardware disposal company.

### Work Environment

The Panel protects the health and safety of our employees and surrounding communities and ecosystems.

- Smoking is banned in all areas of our business
- All employees have at least one green plant per desk
- All employees have personal reusable water bottles
- We limit the use of harmful pollutants and chemicals

### Property Management

The Panel is always improving our buildings. By addressing the issue of energy efficiency in our buildings, we will contribute to the reduction of greenhouse gas emissions in line with national and international agreements.

- We ensure all electrical products are switched off every evening, and non-essential items are switched off during the day, including lighting, printers, mobile chargers, etc.
- We utilise eco-friendly cleaning products for the office.

### **Continuous Improvement**

We have set specific improvement targets, monitor progress and communicate results

- Monitoring and continuously improving our environmental performance.

### **Transport Policies**

- We encourage staff to walk to work or to utilise public transport where possible
- We offer the Bike to Work scheme for all employees
- We have installed a covered bike shed to the rear of the building to encourage this mode of transport among staff

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### **Workplace Corporate Social Responsibility**

The Panel focuses on continually improving the workplace environment for our employees and demonstrates a commitment to ethical workplace practices. We believe that a positive workplace environment leads to better business performance.

**Conditions of Employment:** The Panel provides workplace training and career development opportunities to all our staff. We have a clear developmental channel for our employee's career progression. The Panel also arranges sport and social activities throughout the year for our staff.

**Work/Life Balance:** The Panel endeavours to offer flexible working arrangements to employees and has a transparent rewards practice and bonus scheme. We proactively promote diversity and inclusion in the workplace.

**Employee Health & Well Being:** The Panel focuses on best practice Human Resource policies through our company's health and safety policies, our strategies for staff well-being and our company strategy on dealing with bullying complaints and workplace harassment.

**Employee Communication:** The Panel have developed strong communication channels with staff through our weekly meetings and line manager mentoring.

### **Employment Equality Act**

We do not discriminate on the following grounds:

- Gender
- Civil status
- Family status
- Sexual orientation
- Religious belief
- Age
- Disability
- Race colour, nationality, ethnic or national origins
- Membership of the Traveller community

## Social Impact

The Panel is a patron of [basis.point](#) a charity set up and run by professionals in the funds industry to promote participation in education in disadvantaged areas in Ireland. Anne Keys is also an individual patron of basis.point. Money raised goes towards funding the following programmes - Archways, BITC Ireland, ELI, Foróige, Suas, Teen Turn, TU Dublin, Limerick Youth Services.

The Panel is an annual sponsor and patron of the [Calcutta Run](#), set up and run by legal professionals to help and support homeless in Ireland through [Peter McVerry Trust](#) and [Hope Foundation](#)

The Panel is a supporter and patron of the [Early Learning Initiative](#), supporting and encourages participation in education in disadvantaged areas in Ireland.

The Panel also supports the following very worthy charities –[Together Academy](#), [Daffodil Day](#), [Goal Jersey Day](#), [Movember](#), [Breast Cancer Ireland](#) and [Children’s Health Foundation](#).

## Diversity vision

The Panel is an Irish owned and managed boutique recruitment consultancy and is one of Ireland’s longest established independent recruitment companies. As a company we have successfully strived for internal diversity and inclusivity and in doing so we firmly believe that puts us in a strong position to be ambassadors for our clients in an Ireland that is becoming ever more progressive, diverse and inclusive.

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## Diversity in The Panel

- We work with large global firms in financial services and industry, small to medium sized enterprises and starts up.
- We are heavily involved in and support women in business groups. Our Joint Managing Partner Anne Keys is former co-Chair for [100 Women in Finance](#), Ireland Chapter and currently advisor and committee member of 100 Women in Finance.
- We also support [Women in ETFs](#), [30% Club](#) and [Ibec](#).
- In November 2017 The Panel signed up to the Ibec/30% Club – Voluntary Code of Conduct for Recruitment and Executive Search Firms, see here for [full list of signatories](#).
- We employ 9 different nationalities with various cultural and religious beliefs
- We have a higher proportion of female employees. (Currently 59%)
- We have joint MDs, one male and one female.
- 40% of our executive team is female.
- We support TY students with our TY work experience programme.



## Recruitment

The Panel is an equal opportunity Employer and Recruiter.

- The Panel believes Equal Employment Opportunity is a fundamental right of all employees and applicants for employment.
- We strive to ensure employees and applicants are provided a full and fair opportunity for employment, without regard to gender, race, colour, religion, national origin, disability, age, sexual orientation, genetic information, membership of the travelling community or family status.
- We aim to integrate this across our business and promote equality for all candidates.
- We foster and support a globally diverse and inclusive workforce within our own company also and place a high value on diversity and equal opportunity.
- We believe it is important for applicants to be considered for the employment of their choice and have the chance to perform to their maximum potential.
- Our practices include hiring based on merit, fairness at work and promotion based on talent and this also reflects our clients hiring policies.

## Scope

- All employees are required to comply with this Policy.
- The Panel observes the equal opportunity employment laws in Ireland set out in the Employment Equality Acts 1998 – 2015 and the Equal Status Acts 2000 - 2015.

## Roles

- The Management Team at The Panel are obliged to lead the way by example.
- It is the responsibility of all staff to engage in fair employment practices and to conduct themselves according to the [EEO policy](#) and [Equality Status Act](#) provided by the [Equality Authority of Ireland](#).

**Last review:** 18<sup>th</sup> December 2024  
**Reviewed By:** Alan Bluett  
**Position:** Partner