



Environmental Policy

2021-22 V6

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1.0 Purpose

gbpartnerships group (**gbp** group) recognises its environmental responsibilities and devotes appropriate time and resources towards monitoring compliance and improving existing standards. The company is committed to operating in an environmentally responsible manner by following the best environmental practices in the day-to-day conduct of its business and management of resources and facilities. **gbp** group has put in place supporting procedures to ensure best practice is followed.

2.0 Policy Statement

2.1 Statement of Intent

- I. **gbp** group is committed to ensure that it undertakes its activities in full compliance with applicable legal and other requirements to which the company subscribes. Further the company will undertake its activities in a manner to promote delivery of the sustainable development.
- II. The Executive Board recognise the responsibility to provide positive Environmental leadership and are committed to reducing the environmental impacts of our activities, preventing pollution, and enhancing our environment through the application of best practice, innovation and expertise .The Executive Board are committed to achieving the highest possible level of environmental awareness and sustainability.
- III. Our overall objective is to minimise evaluate and reduce environmental impacts of our activities, provide and promote innovative ways to reduce waste production, reuse and recycle. To achieve this, we aim to:
 - a) Comply fully with all legal and best practice requirements.
 - b) Encourage participation from employees in the continual improvement of working practices and quality of services in order to build a sustainable future.
 - c) Provide appropriate resources to ensure the development and maintenance of an effective Environmental management system.
 - d) Continuously and systematically identify the hazards and assess the risks associated with our activities and take appropriate action to manage these risks.
 - e) Meet clients and customers expectations.
 - f) Commit to conform to the requirements of the current issue of ISO 14001.

- IV. We look to all our managers to work with staff in developing and fostering a positive environmental ethos and mentality, and to each individual staff member to be actively committed to their own and others environmental awareness.
- V. **gbp** seeks the co-operation of our business partners, sponsors and contractors in achieving our Environmental standards and objectives.



Elaine Siew
Chief Executive Officer

3.0 Management of Environmental Policy

3.1 Management Responsibilities

3.2.1 Executive Board

Executive Board members are responsible for the Environmental leadership of the organisation.

3.2.2 The Chief Executive Officer

The Chief Executive Officer has overall responsibility for the Environmental management of all those that work for **gbp** group and those who may be affected by our work activities. The Chief Executive Officer is responsible for reporting to the Executive Board on the organisation's performance and compliance with statutory requirements and policy.

3.2.3 Business Support and Quality Director

The role of the Business Support and Quality Director is to oversee the Quality Team and review and approve work that the team produce. In terms of ISO14001, the Business Support Quality Director will oversee the company's adherence and compliance with environmental standards. The Business Support and Quality Director will also represent the Chief Executive Officer in Quality meetings and on the Executive Boards.

3.2.4 Quality Manager

The role of the Quality Manager(s) will extend so overseeing the functioning of the Quality Team and applying knowledge of ISO expectations to manage Quality at its highest possible level. The ethos of continuous improvement will be communicated amongst the team. Also, the approval of documentation alongside the Quality Director will be given and discussed upon, as well as ensuring the company are remaining with consistent with environmental benchmarks, objectives, and goals. The Quality Manager's responsibility involves the distribution of Quality messages throughout the company using and working alongside the other team members.

3.2.5 Quality Controller

The role of the Quality Controller is to control and analyse documents, management information as well as devising and updating policies, which reference certain standards, codes of conduct and roles and responsibilities of the Quality Team.

3.2.6 Quality Administrator

The role of the Quality Administrator is to assist the Quality Team on an administrative level, addressing the company's preparation for all ISO Standards. This extends to designing trackers, risk registers, organograms and any other documentation required from the team. The role also dictates assisting the Quality Controller with any administrative tasks.

4.0 Scope

4.1 Environmental Ethos

The policy statement applies Nationally to each business division within the group. All **gbpartnerships** group employees will adopt the environmental considerations described in this policy into their daily work activities.

Our Environmental Ethos is as follows:

- **Sustainability** - Make efforts to adapt energy resources such as lighting, air quality, thermal comfort, and others.
- **Promotion** - Administrate the construction of posters, leaflets, pamphlets, presentations etc surrounding environmental issues. Attempt to make environmental issues something staff want to be involved with and interested in.
- **Education** - Work to inform employees about the importance of environmental issues and the conservation of the planet. Do this through weekly or monthly emails.
- **Commitment** - Show commitment with actions, and develop habits which are congruent with environmental care, concern, and welfare.
- **Knowledge** - Develop a well informed and wide grasping knowledge of environmental issues, standards, and statistics.

4.2 Our Environmental Objectives are as follows:

- I. The company will hold 2 ISO Socials every year with participation from all employees, these will be to share any continuous improvement within ISO managements systems.
- II. We will proactively work with the landlord and other 32 tenants of Cobalt Square to promote a recycling scheme to include a statement from the landlord and recycling targets.

- III. By April 2021, the company will aim to have 8% of its employees signed up to the cycle to work scheme to promote lowering individual carbon footprint and a more environmental way to travel where possible.
- IV. Over the next 12 months the company will engage with its 40 suppliers from the contract list to where possible ensure all communication with them is paperless.
- V. The company will calculate the annual energy figures for 19/20 and offset with a target for 21/22. This will then be reviewed every 2 years with an aim for continuous improvement.
- VI. We will ensure that our company consumables are environmentally friendly through the creation of a consumables policy by January 2021.

5.0 In Practice

At **gbp** group we identify opportunities for continuous improvement within company environmental practise. We do this through implementation and promotion of several workplace schemes and initiatives, full details of these are found within **Appendix 1: Objectives**

The list below is an outline of these:

- We use electronic communications, for both internal and external correspondence, to reduce the usage of paper.
- We encourage our staff to save on plastic through endorsing recommendations from Greenpeace
- We encourage recycling/shredding paper, toner cartridges and IT equipment.
- We use Microsoft Teams to avoid unnecessary travelling.
- We endeavour to have software systems in all areas of our business, which reduces the need to keep paper records where possible.
- We encourage staff to utilise public transport, where practical. We also encourage our staff to car share.
- Make fuel and energy efficiency and minimising greenhouse gas emissions significant criteria when purchasing or leasing equipment and vehicles.
- We use fair-trade products within our offices where practical.
- We save energy by the use of motion sensor lighting in our premises.
- We have installed energy efficient air conditioning systems and low energy lighting.
- Use of energy star compliant computer equipment.
- We encourage a cycle to work scheme.
- Implement a Green Travel Plan for the company to provide incentives to cut car use, improve the efficiency of cars driven, increase car sharing, walking, cycling and travel by bus, Metro, or train.

- Provide systematic awareness raising for staff, and all those working for or on behalf of **gbp** group of the environmental impacts of their actions, to encourage adoption of good practice.
- Through our Estates portfolio we carry out energy surveys on buildings, incorporate recommendations into improvement, maintenance and asset management plans and adopt them as good housekeeping.
- We encourage staff to conserve energy during office hours
- We encourage staff to consider the environment before printing documents
- We have a target of reducing the company's carbon footprint

6.0 Measurement and Monitoring of Performance

6.1 The Environmental Ambassador

gbp group have two Environmental ambassadors, one placed in the North and one in the

South. These are volunteers who have a recognised desire for the commitment to Environmental sustainability. They have a passion and drive to ensure the company remains environmentally friendly and sustainable, spreading this enthusiasm over to colleagues.

They work with the Quality Team to ensure the following:

- Encourage and advise colleagues on specific measures to enable environmental sustainability as well as reporting opportunities for savings and initiatives to the Quality Team
- Be the Eyes and Ears on the ground ensuring all are on board and aligned with ISO14001
- Attend bi-monthly Quality Team Management Reviews sharing news, stories and reporting back into the team to ensure compliance with ISO14001
- Use forms of good news sharing and case studies on LinkedIn, company website and internally
- Monitor all environmental initiatives in place with other Environmental ambassador/champion
- Actively ensure Environmental objectives remain current and aligned with external environmental sustainability factors, ensuring these are well communicated and implemented

- Be a point of contact for those wanting to improve their personal environmental goals/ targets and work-related ones
- Be able to demonstrate if called upon that we are continuously monitoring and seeking improvements

7.0 Continual Improvement

- **gbp** group assesses performance and progress of objectives/targets on an annual basis. Our policy is reviewed using external best practice as benchmarks for suggested areas of improvement.
- Both the Environmental Ambassadors and Quality Team have a commitment to implement and monitor the effectiveness of this policy.
- This policy statement is a commitment by both management and employees to minimise the environmental impact of its operations.

The Chief Executive Officer confirm their support to **gbp** group environmental performance and commit to reviewing the effectiveness of this policy during Executive Management meetings.

Document Details	
Version:	6.0
Document Ref:	P04
Policy Prepared by:	Zoe Salt
Approved by	Wendy Spencer
Date of Approval	30 th March 2021
Operational from:	30 th March 2021
Review Date:	30 th March 2022

Appendix 1

Objectives

Objective	Scheme/ Initiative	What is it?	What benefits would it bring?	Plan of action	How will it be monitored, and progress tracked?
By April 2021, the company will aim to have 8% of its employees signed up to the cycle to work scheme to promote lowering individual carbon footprint and a more environmental way to travel where possible. <i>Current employee number is 63</i> <i>5.11.20</i>	Gov UK – Cycle to work	This scheme promotes the notion of employees cycling to work. <ul style="list-style-type: none"> • Carbon footprint • Mental health • Physical fitness • Cost effective 	Plenty of benefits implementing active travel: <ul style="list-style-type: none"> • Congestion rates become considerably lower • encourage family cycling and • learn a new lockdown activity 	<ul style="list-style-type: none"> • Make sure staff are aware via staff comms aware. • Make it as easy as possible for staff to administer • Choose the correct scheme for us • Promote and remind on 6 people on a monthly basis • Involve marketing and comms manager via linked and website 	<ul style="list-style-type: none"> • Twice a year at ISO Socials we will update on the numbers.
Over the next 12 months the company will engage with its 40 suppliers from the contract list to where possible ensure all	Paperless post	This action conserves and prevents the unnecessary waste of paper, assisting	<ul style="list-style-type: none"> • less amount of paper in the office • Less paper potentially being disposed in landfill. 	<ul style="list-style-type: none"> • Create supplier contract list • Approve Final List with finance team • Constantly update list to ensure new 	<ul style="list-style-type: none"> • A tracker in place • plan to reach out to our supplier • Actioned by the Business support and quality administrator

<p>communication with them is paperless.</p>		<p>the environment accordingly. Conserve resources and prevent unnecessary paper waste.</p>	<ul style="list-style-type: none"> • We would also benefit from a tidier office. • Reduce reliance on shredding companies. • Reduce Ink usage and electricity • More time efficient as less time opening post • Increase customer service due to speed of reaction • Keeping up with technology 	<p>suppliers are included or removed</p> <ul style="list-style-type: none"> • Set up programme of contacts and dates • All to be completed within 12 months • Where unsuccessful on first contact develop a plan to recontact 	<ul style="list-style-type: none"> • 6 monthly review
<p>The company will calculate the annual energy figures for 19/20 and offset with a target for 21/22. This will then be reviewed every 2 years with an aim for continuous improvement.</p>	<p>Reduce Power Usage & Energy Consumption</p>	<ul style="list-style-type: none"> • Setting baseline levels of power and energy usage. • Reduce unnecessary travel for work duties. • Calculate our carbon footprint and introduce carbon 	<ul style="list-style-type: none"> • This will stop energy from being wasted and save power. • Reducing power costs on a long-term basis • Also reduced. consumption will lead to lower carbon emissions. • Introduction of schemes to help 	<ul style="list-style-type: none"> • This can be achieved by reviewing the company's energy reports and analysing total usage figure • Introduction of Microsoft Teams to avoid unnecessary travel • Continue the tree planting scheme • Executive team will review travel 	<ul style="list-style-type: none"> • Analysis of energy figures annually by Estates Support & Quality Controller • Monitoring of travel arrangements on 6 monthly bases • Tracker for all carbon offsetting schemes in place and maintained

		offsetting schemes	the wider environment	arrangements on a 6-monthly basis	
We will ensure that our company consumables are environmentally friendly through the creation of a consumables policy by January 2021.	Development of a consumables Policy	<ul style="list-style-type: none"> Construct a policy to ensure consideration around our consumables and associates with their level of environmental concern. 	<ul style="list-style-type: none"> Ensuring that we are reducing the risk of consumables that are not necessary or that can be recycled. Reduced waste The company will set out guidelines to follow for purchasing. 	<ul style="list-style-type: none"> Quality Manager to create policy to include consumables purchasing guidelines, implement by January 2021 All staff were issued with 1 reusable water bottle and any new starters will receive one When stationary is purchased the Office manager and Quality controller and the Business support and quality administrator it is recycled and recyclable. 	<ul style="list-style-type: none"> Policy to be created and reviewed annually All staff to be notified of guidelines around purchasing and this to be monitored
We will proactively work with the landlord and other tenants of Cobalt Square to promote a recycling scheme to include a statement from the landlord and recycling targets.	Recycling	Work with the landlord to ensure a recycling scheme is in place at Cobalt square and set recycling targets with other 32 tenants in the building.	<ul style="list-style-type: none"> Recycling is the steppingstone to making our company more environmentally friendly. This can be achieved by ensuring that all workers do use the recycling 	<ul style="list-style-type: none"> Statement from the landlord to be produced regarding recycling regime at Cobalt Square Estates Support and Quality controller to continue to recycle electrical waste such as laptops to charities 	<ul style="list-style-type: none"> The statement to be kept on file and updated annually Contact with 32 tenants at Cobalt square to be documented and progress tracked

			<p>facilities put in place, and do not throw recyclable materials in the</p>	<ul style="list-style-type: none"> • Recycling bins to be purchased for plastic and paper waste. • Cleaning company to be contacted by Environmental ambassador and Business support administrator reminding them of recycling regime. • Annual staff update on 17/12 to also include a reminder for Recycling 	
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