Environmental Policy

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1.0 Purpose

gbpartnerships (**gb**p 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. **gb**p group has put in place supporting procedures to ensure best practice is followed.

2.0 Policy Statement

2.1 Statement of Intent

I. **gb**p 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 evaluate, reduce and minimise the 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.   **gb**p group 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

3.1.1 Executive Board

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

3.1.2 The Chief Executive Officer

The Chief Executive Officer has overall responsibility for the Environmental management of all those that work for **gb**p 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.

3.1.3 Group Services and Quality Director

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

3.1.4 Data Governor & Quality Manager

The role of the Data Governor & Quality Manager will operationally manage through review and applying knowledge of ISO14001 requirements to manage the Environment Management system (EMS) to its full potential level. The ethos of continuous improvement will be communicated amongst the team. Also, the approval of documentation alongside the Group Services and 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 Data Governor & Quality Manager's responsibility involves the distribution of Environment Management system messages throughout the company using and working alongside the other team members.

4.0 Scope

4.1 Environmental Ethos

The policy statement applies Nationally to each business division within the group. All **gb**p 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 Environmental Objectives framework:

The Environmental policy of the company underpins our commitment to continually reducing our impact on the environment, supporting more sustainable ways of conducting business, and ensuring that these values are shared by our whole team.

As such, the Environmental Ethos above, in conjunction with the requirements of ISO14001 are critical for setting our objectives.

Critically, within our objectives, we will work to the following framework
- Identify what could be set as an objective
- Understand the data associated with these objectives
- Understand any blockers to measurement
- Confirm whether these blockers can be circumvented or removed
- Measure what is feasible and left as long as it delivers our commitment to continually reduce our impact on the environment

5.0   In Practice

At **gb**p 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.

- We have implemented zero-carbon travel options for colleagues through our Cycle to Work and Electric Car schemes

- 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.

- 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 **gb**p 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 Sustainability Working Group

gbp have established a Sustainability working group, taking those with a passion and focus on improving gbp's Environmental performance 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. The group will also take on board actions to actively improve the performance of the EMS.

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
- Be the Eyes and Ears on the ground ensuring all are on board and aligned with ISO14001
- Attend monthly 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

- **gb**p 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 **gb**p group environmental performance and commit to reviewing the effectiveness of this policy during Executive Management meetings.

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Appendix 1

Carbon Action Objectives

Objective	Target					Action
To reduce energy consumption by 5% year on year.	Performance measure	Unit	2019	2020	2021	Distribute energy policy to all staff. Ensure laptops and other types of electrical equipment are shut down when not in use. Introduction of environmental ambassadors to spread the low-carbon message.
	Power used in permanent buildings	kWh	20922			
To reduce business travel by 5% year on year.	Performance measure	Unit	2019	2020	2021	Executive team to review travel arrangements, the aim to avoid unnecessary travel. Scheme to encourage use of hybrid/electric cars piloted, will be rolled out more widely in 2021. Encourage use of 'teams' for meetings.
	Business Mileage	mile	176471			
To reduce paper-based communication with suppliers.	Performance measure	Unit	2019	2020	2021	Over the next 12 months the company will engage with all 40 suppliers from the contract list to, where possible, ensure communication is paperless.
	Suppliers billing electronically	bill		6		
Increase participation in the cycle to work scheme by 2 per year.	Performance measure	Unit	2019	2020	2021	Regularly promote the benefits of the scheme throughout the business. This will be done for new starters and continue through all regular communications.
	Enrolled employees	person	1	3	3	
A minimum of 40% employees must come from a range of 25 miles of Birmingham.	Performance measure	Unit	2019	2020	2021	Place recruitment emphasis on local area.
	Employees home within 25 miles of head office	employee	37%	45%	50%	
Wherever possible, purchase goods and services from suppliers with strong environmental policies in place.	Performance measure	Unit	2019	2020	2021	Carry out an audit of current suppliers to obtain their policy around carbon reduction and sustainability.
	Number of suppliers with carbon policy	supplier	8	14		
To reduce internal stationery spend by 20% year on year. Emphasis will be placed on paper consumption.	Performance measure	Unit	2019	2020	2021	Providing additional PC screens to allow staff to reference work on one monitor. Where printing is necessary, encourage double sided printing.
	Stationery spend	£	£18,200	£11,750		

Appendix 2

Summary of Wider Environmental Objectives					
Objective	Scheme/	What is it	Benefits?	Action plan	Monitoring approach
To engage staff in driving the environmental agenda "bottom up"	**ISO Socials**	cross-company event where all employees will be encouraged to join in a facilitated debate on a key issue affected our integrated QMS, EMS & OHSMS	Development of the Sustainability working group communication and awareness improved among staff Innovation - new ideas from staff Staff engagement in Management System thinking	hold in spring & autumn Implement sustainability working group	diarised meetings Sustainability working group chaired by Head of CSR
By April 2021, the company target is for 8% of its employees to be signed up to the cycle to work scheme.	**Cycle to work scheme**	A government backed scheme to promote cycling to work.	Personal benefits: - Lower personal carbon footprint - Improved physical health - Improved mental health - More cost-effective - Family-friendly activity Wider benefits: - Very environmentally friendly mode of transport - Contribution towards lower congestion	- Increase awareness through internal comm's channels - Facilitate easier administration - Choose the correct scheme - minimum 6 monthly reminders using social media - Marketing/comm's manager to use linkedin/website	- Twice a year ISO Socials will update progress and encourage further usage - monitoring through central portal (currently 4%)
Over the next 12 months the company will engage with all suppliers from the contract list to encourage, where possible, that communication is electronic.	**Paperless post**	An initiative to prevent unnecessary paper usage.	- Reduced paper usage/costs - Less paper going to landfill - Tidier office - Reduced use of shredding companies - Reduced ink usage - Reduced power usage - Less time spent opening post - Improved response time	- Create and agree supplier list with finance team - Maintain list to ensure it is up to date. - Set up schedule of contacts and dates - Develop a re-contact plan to ensure suppliers are regularly reminded	**- Track supplier engagement – spreadsheet actioned by the Business Support and Quality administrator. New ownership required** - 6 monthly review
Calculated from a FY19/20 baseline, reduction in energy consumption year on year by 5%	**Energy usage reduction**	A scheme to calculate the carbon footprint of **gb**partnerships group and introduce ways of reducing carbon usage and offsetting the remainder.	- Saving money by reducing power costs long-term - Lower carbon emissions - Less pollution for the wider environment - Prevent energy wastage	- Review company's energy bills to set baseline - Continuation of tree planting scheme - Travel arrangements to be reviewed regularly - Encourage usage of Microsoft Teams to avoid unnecessary travel	- Calculate annual energy usage for 19/20 then set targets for 21/22 - Review annually for continuous improvement. (see carbon action objectives for more details)
Increase the amount of office consumables that have environmentally sound credentials through their supply chain.	**Consumables usage reduction**	A policy to ensure that consideration of the environment is given to **gb**partnerships consumables purchasing, including associates.	- Reduced waste - Lower carbon emissions - Lower pollution for the wider environment	- New purchasing guidelines to be introduced, to include environmental standards for suppliers - All staff issued with a reusable water bottle	- All staff to be notified of guidelines around purchasing - Monitoring process introduced
Increase the amount of waste that is recycled from the Cobalt Square office.	**Increase Recycling** *(Under review for removal – issues with measurement)*	An initiative to recycle as much waste as possible.	- Lower pollution for the wider environment - Less paper and other materials going to landfill	- Issue a joint statement with the landlord re: recycling at Cobalt Square - Obsolete electrical devices will be donated to charities (laptops/phones)	- Recycling statement to be kept on file and updated annually - Contact with 32 tenants at Cobalt square to documented and progress tracked

				- Introduce recycling bins for plastic and paper waste. further negotiations with the landlord to be led by the Chairman & Technical Services Manager **-** Cleaning contractor to be reminded of recycling regime	**-** Annual staff updates to include a reminder for Recycling
Reduce CO2 emissions of the organisation by uptake on Battery Electric Vehicle (BEV) scheme to 18% staff by Sept-22 Investigate expansion to implementation of zero-emissions transport schemes	**EV Car Scheme**	Tangible action to reduce tailpipe emissions through replacement of ICE vehicles with BEV vehicles	- Zero emissions from colleagues - Support UK Carbon Net Zero objectives - Live principles of our clients - Improve air quality - Lower expenses costs	- Implement zero emissions vehicle programme & promote - Amend mileage payments to disincentivise ICE for business travel (from Apr-23) - Investigate other options e.g. electric scooters/self-propelled transport (inc. bicycles)	- Review on Arval portal number of colleagues with BEVs - Measure for non-BEV transportation within Sustainability Working Group scope
By Mar-22, then for review for a full year target, to have recorded volunteering days undertaken by staff	**Volunteering days**	detailed in the volunteering policy, offer of up to 1d/quarter in line with operational needs to spend (paid) on volunteering activities	- Develop new skills that have been identified either by individuals personally or as part of an annual performance review; - Viable alternative to traditional "classroom" learning - Further develop existing skills in a contrasting environment; - Increase motivation back in the workplace; - Improve morale, having undertaken a personally rewarding experience; - Provides skills perhaps not available to community organisations due to cost/availability of time - Employees more engaged, improving their skills, personal development and productivity - A raised profile in the local communities - Employees having a better understanding of the voluntary and community sector - Developing local links with the community that can support business priorities - Benefits to the partner organisations and clients - Increases in Employee engagement – resulting in higher productivity, fewer sick days and improved employee retention	Launch of the volunteering policy launch of the recording method regulat comms to remind colleagues of the opportunity	email address for recording information
By Mar-22 no laptops, mobiles or other ancillaries go to landfill once removed from our network.	**Zero IT assets to landfill**	all laptops that are of refurbished potential to be recycled to needy families. All assets that cannot be recycled to	- reduced pollution to the environment - reduced CO2 emissions - improved welfare for deprived areas - supporting local communities - small recycling value of precious metals	- identify partner organisation for non-refurbished assets - identify partner(s) for laptop recycling	- IT asset register for devices removed from the network - reporting on IT transformation programme - certificates issued to gbp for

		disposed of through accredited recycling company/ies			items safely disposed of