



## **Environmental Policy**

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## **1.0 Scope and Exclusions**

This policy applies to all gbpartnerships group (gbp group) colleagues.

## **2.0 Roles and Responsibilities**

### **2.1 Executive Board**

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

### **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.

### **2.3 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.

### **2.4 GDPR & Quality Manager**

The role of the GDPR & 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.

## 3.0 Policy Statement

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.

### 3.1 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 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. gbp group seeks the co-operation of our business partners, sponsors and contractors in achieving our Environmental standards and objectives.



Elaine Siew  
Chief Executive Officer

## 4.0 Implementation of Policy

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

### 4.1 Environmental Ethos

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 ranging 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.

### 4.3 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:

- Use electronic communications, for both internal and external correspondence, to reduce the usage of paper.
- Encourage staff to save on plastic through endorsing recommendations from Greenpeace.
- Encourage recycling/shredding paper, toner cartridges and IT equipment.
- 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.
- 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 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.
- Encourage staff to conserve energy during office hours.
- Encourage staff to consider the environment before printing documents.
- Set targets for reducing the company's carbon footprint.

#### **4.4 Measuring and Monitoring of Performance**

gbp group have established a sustainability working group, taking those with a passion and focus on improving gbp group's environmental performance. Also, 'sustainability champions' have been appointed. These groups are made up of volunteers who have a recognised desire for and 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 regular 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 ambassadors/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.

#### **4.5 Continuous 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.
- The Chief Executive Officer confirms their support to gbp group environmental performance and commits to reviewing the effectiveness of this policy during Executive Management meetings.

#### **4.6 Carbon Reduction Plan**

A Carbon Reduction Plan is now in place, which measures gbp groups scope 1, 2 and 3 carbon emissions, then describes our route to a carbon-zero 2030.

## 5.0 Documentation Control

Document Details	
Version	8.0
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Policy Prepared by	Stewart Batchelor
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## Appendix 1 & 2. Carbon Action Objectives Now and Future

Objective	Target Date	Initiative
<b>Environmental Policy</b>		
Reduce energy consumption by 5% year on year	2019	Lower carbon emissions, prevent energy wasted and reduce pollution by: <ul style="list-style-type: none"> <li>• distribute energy policy to all staff</li> <li>• ensure laptops and other types of electrical equipment are shut down when not in use</li> <li>• Introduction of Sustainability Champions to spread the low-carbon message</li> </ul>
Reduce business travel by 5% year on year	2019	To reduce the carbon footprint of business activities by: <ul style="list-style-type: none"> <li>• reducing travel requirements</li> <li>• pilot scheme to encourage use of hybrid/electric cars to be rolled out in 2021</li> <li>• encourage use of 'Teams' for meetings</li> </ul>
Reduce paper-based communication with suppliers	2020	Engage with all suppliers where possible to ensure paperless communication to reduce power usage, ink usage and reduce waste to landfill.
	2022	Sustainability Champions are working with suppliers, clients etc. to reduce the need to send physical documents to the office, such as invoices and statements, and to promote the need to send these documents electronically via e-mail.
Increase participation in the cycle to work scheme by 2 per year	2019	Promote benefits of the scheme to lower personal carbon footprints, all new starters to be sent information to sign up. Target for 8% of staff to be signed up to the scheme
Increase % of local employment to a minimum of 40%	2019	Increase number of local staff living within 25 miles of head office in order to reduce commuting miles
Use local suppliers and materials with strong environmental policies in place where possible	2019	Audit current suppliers to understand their policy in relation to carbon reduction and sustainability
Create and publish Supplier Code of Conduct	2022	Requires suppliers to comply with all applicable environmental laws, regulations and standards and to set carbon reduction goals for themselves and achieve them.  The Supplier Code of Conduct to be presented to Significant Suppliers which have been identified YTD spend
Reduce internal stationery procurement by 20% year on year to reduce consumption	2019	Provide additional PC screens to reduce printing and encourage double sided printing to reduce wastage
0% of IT assets to be sent to landfill at the end of their life	2022	To ensure that by March 2022 no laptops, mobile phones or other ancillaries go to landfill once removed from our network to reduce carbon emissions by recycling.  All unwanted equipment being disposed of with 0% to landfill under the new Broad Access Services contract
<b>Remuneration, Travel and Subsistence Policy</b>		
Travel / Car Share	2022	All colleagues are encouraged to share travel wherever practicable to reduce carbon emissions
Minimise need for business travel	2022	All colleagues are encouraged to keep business trips to a minimum, conference calls and use of Microsoft Teams should be the preference

Objective	Target Date	Initiative
<b>Electric Vehicle (EV) Policy</b>		
Partner with Arval to implement an EV salary sacrifice scheme	2021	Encourage and incentivise colleagues to reduce their carbon footprint for unavoidable business travel and personal travel through switching to an EV.
<b>Other Initiatives</b>		
Environmental Awareness training for all colleagues	2022	To share knowledge and raise awareness with all colleagues on their environmental impact
Review of Data Storage Policy and reduction of document storage	2022	To reduce storage facility requirements by recycling c.600 boxes of old documents no longer required
Development of the Sustainability Working Group (SWG)	2021	Drive forward gbp's approach to implementing best practice re. complying with social value and sustainability regulatory requirements, governance, policies and practice.
	2022	Sustainability Champions to attend regular meetings with the SWG and to attend sub-meetings with other Sustainability Champions to measure progress and create new ideas to meet targets.
Identification and appointment of Sustainability Champions across the business	2022	<p>Sustainability Champions representing each of the gbp group areas of business, working to promote the need for sustainability within the company by encouraging fellow colleagues to think about their carbon footprint and how to reduce it.</p> <p>Activities to include:</p> <ul style="list-style-type: none"> <li>• promote the company EV and cycle-to-work schemes</li> <li>• make sure office protocols are being adhered to and to make checks within the office as often as necessary, such as plug sockets switched off when not in use, lights/air con turned off when the office is empty, use of the recycling bins</li> <li>• challenge existing protocols to see how gbp can make them more environmentally friendly</li> <li>• carry out research as to how other companies are becoming more sustainable and taking inspiration from these ideas</li> <li>• hold a basic knowledge of the ISO legislation and keep track of updates to these standards so it helps gbp set targets in line with ISO expectations</li> </ul>
Internal Weekly News Updates	2022	To raise awareness of reduced carbon incentives and share knowledge on low carbon/zero carbon and green milestones. Sustainability Champions to promote ideas on how we can all be sustainable, whether it is within the office or in our personal lives
Staff survey and collate data for carbon reporting	2022	To raise awareness of their carbon footprint, record carbon emissions, and target carbon reduction through training and awareness

## Future Initiatives

Objective	Target Date	Initiative
To reduce gbp's office carbon emissions to net zero	2027	Review office facilities for reducing carbon emissions by either decarbonization of current office facilities, for example by purchasing energy from renewable suppliers, closing the office and working remotely or moving to a sustainable office
To encourage and facilitate lower and zero carbon staff commuting	2025	Improvement of active travel facilities at the gbp office to include secure bicycle/scooter parking, showers and lockers  Encourage staff use of EV car sharing schemes, for example, by considering adjusting remuneration on diesel and petrol mileage as the EV Car Scheme is embedded
To reduce carbon emissions of colleagues working from home	2024	Explore how to encourage use of renewable energy suppliers by colleagues, with consideration of the current cost of energy
Prepare an energy analysis and recommendations for all buildings within our Management Services contracts	2024	Produce information to buildings landlords in regards to the energy efficiency of their buildings with recommendations and cost plans to decarbonise and achieve net zero targets
Include carbon impact of new opportunities in decision making	2024	Ensure the carbon emissions of gbp's services are reviewed prior to entering into contract with consideration for mitigation.  Develop a methodology for calculating the carbon emissions in tCO <sub>2</sub> e / £ of fee value and assess new opportunities against a target carbon emission
B Corp Business Impact Assessment for certification	2023	To set out Environment standards related to the organisations direct and indirect environmental impacts, to be assessed for certification in 2023
Review the possibility of decommissioning two servers in the office moving data to Microsoft Cloud which is Net Zero Carbon	2023	The servers are currently maintained and powered 24-7. By moving data onto Microsoft Cloud this will zero the carbon emissions for maintaining data
To offset residual carbon emissions to reach net zero	2023	Review accredited schemes for residual carbon offsetting where carbon is removed from the atmosphere on the basis that definition of net zero allows offsetting.  Previous years carbon footprint to be neutralised through accredited carbon capture schemes as agreed following a full review of the carbon offsetting cost and effectiveness
Report reduced carbon emission incentives within projects	2023	Develop a methodology for calculating and reporting emissions reduced on gbp's projects for both operational and embodied carbon in conjunction with our supply chain
Undertake a Supplier Sustainability questionnaire	2022/23	To understand and make changes to improve our carbon impact through our supply chain and collate supply chain Scope 3 emissions for reporting in future Carbon Reduction Plans
Provide staff training and raise awareness of the Carbon Reduction Plan	2022	To embed carbon reduction initiatives through the business to help achieve our targets
Align ISO14001 data collection and reporting to this Carbon Reduction Plan	2022	Ensure data currently being collected is done so to align with the Carbon Reduction Plan calculations. Include additional reporting where required
Align Social Value Portal data collection and reporting to this Carbon Reduction Plan	2022	Ensure data currently being collected is done so to align with the Carbon Reduction Plan calculations. Include additional reporting where required