



## **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 Quality Director**

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

### **2.4 Quality Team**

The role of the Quality Team 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 by the Quality Director will be discussed with them, as well as ensuring the company remain consistent with environmental benchmarks, objectives, and goals. The Quality Team'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 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 to all aspects of gbp business. All gbp 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 digital 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 we identify opportunities for continuous improvement within company environmental practise. We do this through implementation and promotion of many workplace schemes and initiatives, which are detailed below. Details of specific objectives can be seen in Appendix 1.

Initiative	Details
Reduce paper-based communication with suppliers	Where possible paper-based communication (e.g. invoices, statements and marketing/promotional material) with suppliers has been removed. This reduces power usage, ink usage and reduces waste to landfill.  The need to send these documents electronically via e-mail has been promoted at every touchpoint.
Increase % of gbp colleagues living locally.	This initiative is about reducing commuting miles. Vacancies are always advertised local to the location of the position.
Use local suppliers and materials with strong environmental policies in place where possible	Encourage current suppliers, where we may have some influence, to have a policy in relation to carbon reduction and sustainability. This connects with the Supplier Code of Conduct.
Reduce internal stationery procurement by 20% year on year.	The message 'only print if you need to' is the strongest message which is part of our office protocols and continually repeated across gbp. However, measures such as bigger screens and encouraging double-sided printing are in place.
Electric Vehicle (EV) Policy – gbp group have a partner (Arval) and a tax-efficient salary sacrifice scheme.	Colleagues are encouraged and incentivized into switching to an EV. The message includes both business travel, which is measured and personal travel.
Review of Data Storage – reducing retained documents.	All historical documents have now been recycled. This is a reduction from around 600 boxes to less than 10.
Internal Comm's.	Every week the internal comm's will be used to raise awareness of issues around carbon reduction and share knowledge on low carbon/zero carbon and green initiatives.
Encourage and facilitate lower carbon staff commuting.	Improvement of active travel facilities at the gbp office to include secure bicycle/scooter parking, showers and lockers.
To reduce carbon emissions of colleagues working from home.	The gbp approach to office based energy saving will be encouraged for home workers. For example: explore how to encourage use of renewable energy suppliers.

Prepare an energy analysis and recommendations for all buildings within our Management Services contracts.	Produce information to buildings landlords 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.	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.
Move data storage away from office based servers to Microsoft Cloud - which is Net Zero Carbon.	Servers are currently maintained and powered 24-7. Of gbp's 2 servers, one has already been decommissioned, plans are in place to move to 100% cloud.
To offset residual carbon emissions to reach net zero.	Review accredited schemes for residual carbon offsetting. Previous years carbon footprint can be neutralised through accredited carbon capture schemes, following a full review of cost and effectiveness.
Report reduced carbon emission incentives within projects.	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.	To understand and make changes to improve carbon impact through our supply chain and collate supply chain Scope 3 emissions for reporting in future Carbon Reduction Plans.
Present the Carbon Reduction Plan to all staff annually.	Use a 'Lunch and Learn' session to embed carbon reduction initiatives through the business.

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

gbp have established a Sustainability Working Group, taking those with a passion and focus on improving gbp'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 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 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 group's scope 1, 2 and 3 carbon emissions, then describes our route to a carbon-zero 2030.



## 5.0 Documentation Control

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## Appendix 1 - Environmental Objectives

Objective	Details
All gbp group colleagues will undertake a minimum of 2 sustainability, environmental awareness or energy saving training sessions per year.	To reach our dispersed workforce in an effective way, iHASCO have been commissioned to carry out a range of training. In addition to this, gbp group will carry out bespoke sessions using our 'Lunch and Learns', team meetings and other channels.
Reduce energy consumption by 5% year on year.	gbp group will introduce and promote 'Office Protocols' - guidance on energy saving, reduction of waste and general sustainability for those based in our office.
Reduce business travel using cars by 5% year on year.	The following will be promoted: car sharing using more sustainable modes of travel
Increase participation in the cycle to work scheme – adding 2 new users per year. Also, Increase participation in the EV car scheme.	Promote benefits of the scheme, for example: lower personal carbon footprints. All new starters to be issued with sign-up information
Development of the gbp 'Sustainability Working Group'. Comprised of well-motivated and environmentally aware colleagues from across the organization.	Hold a meeting at least quarterly at which time progress against our Sustainability & Social Value Strategy will be measured along with
Appoint a 'Sustainability Champion' for each business area.	Sustainability Champions will promote sustainability through the company by encouraging colleagues to think about their carbon footprint and how it can be reduced. They will carry the message of gbp's carbon reduction objectives and be advocates of initiatives and training.
Increase the number of suppliers signing up to our Supplier Code of Conduct by 1 per year.	This document requires suppliers to comply with all applicable environmental laws, regulations and standards and to set carbon reduction goals for themselves and achieve them.
0% of IT equipment will be sent to landfill.	When no longer usable, no laptops, mobile phones or other ancillaries go to landfill. Unwanted equipment will be re-purposed or recycled