



**GISP LIMITED**

## **Environmental policy**

# Environmental policy

## Contents

- 1 Purpose..... 2
- 2 Scope..... 2
- 3 Responsibilities..... 2
- 4 Actions taken ..... 2
- 5 Minimum environmental standards..... 3
  - 5.1 General ..... 3
  - 5.2 Waste disposal and recycling ..... 3
  - 5.3 Consumables..... 3
  - 5.4 Food and packaging ..... 4
  - 5.5 Energy efficiency ..... 4
  - 5.6 Transport and deliveries ..... 4
  - 5.7 Relationships with suppliers ..... 5
  - 5.8 Additional requirements..... 5
  - 5.9 Communication and training..... 5
- 6 Related policies and documents..... 6
- 7 Further information..... 6
- 8 Policy owner..... 6
- 9 Policy review date ..... 6

### **1 Purpose**

- 1.1 We recognise the importance of environmental issues and sustainability and are aware of how our business can ultimately influence global warming. We acknowledge that we must all play a part in tackling climate change and will therefore consider these matters in all our business decisions.
- 1.2 We have adopted a minimum set of standards to develop our environmental policy, concentrating on processes that cut down waste, re-use resources and recycle wherever possible. Where practicable, we aim to set internal standards which exceed the minimum legal requirements.
- 1.3 We will regularly audit our premises, equipment, and procedures to ensure these are energy efficient and utilised to an acceptable standard.
- 1.4 We are committed to effectively managing any significant environmental impacts.
- 1.5 This policy is not contractual but environmental issues are an integral part of our quality management process and we believe placing emphasis on this gives the right message to our employees, customers and suppliers as well as demonstrating our commitment to the wider community.

### **2 Scope**

- 2.1 This policy applies to all employees and workers. Where appropriate, a copy will also be given to suppliers and customers.

### **3 Responsibilities**

- 3.1 GISP managing director is responsible for overseeing environmental issues and ensuring we remain compliant with any relevant changes in legislation.
- 3.2 All managers are responsible for ensuring this policy's successful implementation within their own departments. All employees and workers are required to adhere to this policy.

### **4 Actions taken**

- 4.1 The actions we will take to make this policy work include:
  - disposing of any waste produced in an environmentally responsible manner wherever reasonably practicable
  - ensuring, wherever possible, that all products purchased are derived from natural resources and are from sustainable sources
  - setting and reviewing annual objectives and establishing, implementing and maintaining programmes to achieve these objectives
  - ensuring that all decisions regarding working practices and purchasing take relevant environmental considerations into account

- provide employees with electric cars, where a car is needed for the completion of the role. If this is not possible, then reduce the use of vehicles and regularly monitor the condition of our vehicles (and the makes/models leased or purchased) with a view to reducing harmful emissions
- provide access to electric car charge points training and encouraging all employees to work in an environmentally responsible manner and ensuring our communications raise awareness and keep all employees and interested parties informed
- endeavouring where possible to ensure that clients, customers, suppliers and contractors with whom we have dealings are likewise environmentally minded in their approach
- conducting audits of procedures and practices and responding to deficiencies through a planned programme of remedial action.

## 5 Minimum environmental standards

### 5.1 General

- 5.1.1 The points outlined below are the minimum environmental standards which we require and will endeavour to achieve. As this policy develops, we expect our standards to continually improve.

### 5.2 Waste disposal and recycling

- We will investigate and utilise, wherever possible, environmentally sound disposal methods for all waste materials. Any product discharged by us into the drainage system or into the atmosphere will comply with any legislative requirements.
- All bottles, jars, tins, unusable scrap paper, reports, newspapers, magazines, batteries, toners, etc will be recycled and such materials should be placed in the receptacles provided.
- Old company uniforms, protective clothing, mobile phones and other equipment, fluorescent tubes, exhausted batteries, printer cartridges, etc will be sent to the appropriate recycling centre.
- When replacing items of equipment or furniture, we will aim to recycle or resell the obsolete models.
- Where possible, the use of plastic packaging materials will be minimised.

### 5.3 Consumables

- To cut down on waste, we discourage the keeping of hard copies of documents unless this is necessary.
- Recycled paper will be used whenever suitable.
- All reports, papers and company documents should be printed on double-sided paper to decrease paper use.
- Employees are requested not to discard paper which can be reused as scrap, but to put this in the receptacles provided. Separate bins are provided for coloured and white paper.
- Internal mail should be sent via email; where hard copies are necessary, reusable envelopes and files should be used.
- We will always aim to buy products containing/produced with recycled materials where these are suitable for the job, including refillable pens, re-manufactured printer and toner

cartridges, folders, toilet rolls, kitchen towels and long-life products. Wherever possible, biodegradable and phosphate-free detergents will be used in sinks, toilets etc.

### 5.4 Energy efficiency

- Within the parameters of health and safety, we will minimise the use of energy.
- Long-life low-energy light bulbs and other energy saving devices will be used in all areas.
- All employees are requested to turn off the lights and/or any fans when leaving their offices or workplace unattended, to turn off the lights and fans in the toilets and other rooms when not in use, and to ensure that taps are not left running.
- Electrical equipment (including computers, photocopiers and printers) should not be left turned on and running when not in use, unless there is a particular reason (ie left on following a request by the IT department in order to undertake essential maintenance outside of normal working hours).
- Kettles should be filled with the required amount of water rather than to the maximum (if this is not needed). The dishwasher will be turned on only when full.
- Our heating controls will be set to a reasonable temperature for the working environment.

### 5.5 Transport and deliveries

- The use of electronic mail is encouraged to reduce the use of couriers and mail.
- All vehicles owned or leased by us will be chosen with environmental efficiency in mind. We will maximise the efficiency of our vehicles through maintenance, appropriate selection of vehicles/engine size and driver training.
- Vehicles should be driven, within the parameters of health and safety, with fuel efficiency in mind.
- The use of video/telephone conferencing will be promoted to reduce unnecessary travel. Where travel to meetings is necessary, we encourage the use of public transport or shared transport.
- For those who wish to travel by public transport, some flexibility in working hours may be agreed to fit around bus and train times at the discretion of each employee's manager.

### 5.6 Relationships with suppliers

- 5.6.1 We will establish environmentally sensitive purchasing policies and monitor the environmental awareness of our suppliers, ideally setting a standard with which they must comply.

### 5.7 Communication and training

- 5.7.1 This policy will be made readily available to all employees, customers and suppliers and we will ensure awareness of environmental issues throughout all areas of the business through training and ongoing communications. In addition, signs reminding everyone to recycle waste materials and to economise on electricity will be posted in appropriate places around our premises.

### **6 Related policies and documents**

- Health and safety policy
- Health and safety rules
- Carbon reduction policy statement

### **7 Further information**

Any queries or comments about this policy should be addressed to Dr H. E. Rowshanaei

### **8 Policy owner**

This policy is owned and maintained by Dr H. E. Rowshanaei (the Managing Director)

### **9 Policy review date**

Date last reviewed: 02/08/2023

Approved by:

Managing Director

Dr H. E. Rowshanaei