

## GPW RECRUITMENT

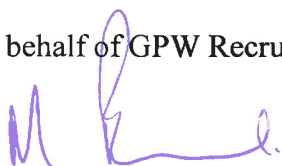
### ENVIRONMENT AND SUSTAINABILITY POLICY – GPW/EP/08/01/08

GPW recognises that its activities impact upon the environment both through its routine internal operations, its business development and through its influence and effects on the wider community. It acknowledges a responsibility for, and a commitment to, protection of the environment at all levels. GPW will comply fully with environmental legislation and is in addition committed to:

- Promote environmental management policies and practices at every level and in every division at GPW;
- Increase awareness of environmental responsibilities among staff through education and training in relevant environmental issues and any environmental effects of their activities (Investors in People);
- Minimise waste pollution and develop and operate environmentally sound waste management and re-cycling procedures;
- Attempt to reduce the consumption of fossil fuels to incorporate long-term strategies for energy efficiency into planning and development;
- Reduce water consumption;
- Promote a purchasing policy which will give preference, as far as practical, to those products and services which cause the least harm to the environment;
- Comply with environmental legislation and officially approved codes of practice, helping to prevent such breaches of legislation as a minimum level of performance;
- Utilise wherever possible, materials emanating from sustainable resources whilst conducting its corporate development, commercial and social activities;
- The monitoring of progress and review of environmental performance on a regular basis;
- Maintain the grounds and buildings of GPW in an environmentally sensitive way;
- Continuous improvement (also forms a key part of our ISO 9001:2000 registration).

Signed on behalf of GPW Recruitment

Date



19/1/11

GPW/EP/08/01/08



## **Promote Environmental Management Policies and practices at every level and in every division at GPW**

GPW is committed to conducting all its operations with proper regard for the environment, recognising our responsibilities for good environmental practice is also good business practice. We ask our employees to take into account the effect their activities have on the environment at all times. GPW is committed to minimisation of waste and the recycling of materials. Where appropriate, energy management will be used to help our consumption and also save energy for the general environment.

### Some Ideas for Action

- Legal – as a minimum, meet statutory requirements of environmental regulations and standards to which we subscribe.
- Recycle and use of recycled material – Endeavour to recycle and re-use any materials possible and use environmentally friendly products where possible.
- Waste Management – We will endeavour to minimise waste product wherever possible and make sure waste materials are disposed of in an environmentally safe manner and in accordance with regulations.
- Suppliers – To work in partnership with suppliers and customers to ensure best practice is followed for the supply of goods and services.
- Energy – GPW will endeavour to manage all energy and water supplies to obtain consumption through management initiatives. GPW will also endeavour to cut vehicle emissions by encouraging the use of public transport or other more efficient modes of transport where possible.
- Company awareness – GPW encourage its employees to act in an environmentally conscious manner, and will encourage awareness of environmental responsibilities throughout the company.

## **Increase Awareness of Environmental Responsibilities among Staff**

Communications amongst employees is vital for the success of waste minimisation schemes. Internal newsletters, presentations, meetings, memos and websites are all ways of communicating new initiatives and the progress of projects to staff in medium sized organisations. It should be clear whom the people co-ordinating such schemes are. With today's improved media, e-mail and internal electronic messaging systems can be utilised to inform staff members, and company websites are an ideal vehicle for posting information.

GPW/EP/08/01/08



INVESTOR IN PEOPLE



### Some Ideas for Action

- Include environmental issues on agendas for internal meetings and groups.
- Utilise e-mails to communicate on issues affecting the environment.
- Lead by example – senior managers should be seen to be adopting environmentally friendly practices.

### **Minimise waste pollution and develop and operate environmentally sound waste management procedures**

Our aim at GPW is to reduce the amount of waste being produced in the course of daily business, recycle waste products where practicable and ensure all waste is disposed of according to environmental and legal requirements.

### Some Ideas for Action

- Carry out regular waste audits to help identify and monitor waste management.
- Promote the recycling facilities on site for glass, cans and paper and cardboard.
- Consider the production of waste materials when formulation purchasing policies and procedures e.g. disposables.
- Identify any wastes which are hazardous and consider how they can be replaced wherever possible with non-hazardous products e.g. photocopier toner.

### **Attempt to reduce the consumption of fossil fuels and to incorporate long-term strategies for energy efficiency into planning and development**

In order to reduce the consumption of fossil fuels GPW will need to adhere to a strict energy policy. This policy will enable a planned approach to ensure replacement equipment is as energy efficient as possible.

### Some Ideas for Action

- Buy fossil fuels at the most economic cost.
- Invest in energy-efficient boiler plant when existing equipment is due for renewal.

GPW/EP/08/01/08



- Encourage staff and visitors to be energy aware and to reduce consumption where practicable.
- Utilise energy efficient light bulbs wherever possible.
- Implementation of motion sensor switches with short time-lapse duration wherever possible.
- Fit thermostatic radiator valves wherever possible.
- Ensure equipment is maintained properly to aid efficient operation.

### **Reduce water consumption**

Water shortages and hose-pipe bans are becoming more and more frequent, indeed there are very few summers that pass without local water boards issuing warnings and emergency measures. Here at GPW we do not use a huge amount of water, however, there are a number of methods we can adopt to reduce the consumption.

#### Some Ideas for Action

- Ensure we use the cheapest water supplier.
- Fit water efficient short-flush / double flush mechanisms on our toilets.
- Installation of infrared flushing mechanisms to the gent's urinals so they only flush after use.
- Ensure all taps are fitted with correct washers so that they do not drip constantly.
- Ensure all taps are repaired within two working days should they become faulty.
- Replace old taps with "push-timers" to avoid the possibility of taps being left running for long periods of time.

### **Promote a purchasing policy, which will give preference, as far as practical, to those products and services, which cause the least harm to the environment**

The objective of a purchasing policy is to ensure that staff involved in the procurement of goods and services throughout GPW use environmental responsibility as a factor in their purchasing decisions.

GPW/EP/08/01/08



### Some Ideas for Action

- Ask if the purchase is really necessary (reduce consumption).
- Consider “whole life” costs and impacts when assessing equipment for purchase.
- Wherever practical purchase goods and services, which are manufactured, used and disposed of in an environmentally responsible way.
- Where items are of similar cost, try to give preference to those that are manufactured with a high recycle content.
- Wherever practical specify items that can be re-cycled or re-used.
- Wherever practical use suppliers that are committed to environmental improvement.

### **Comply with environment legislation and officially approved codes of practice helping to prevent breaches of such legislation**

GPW should endeavour to comply with all Environmental Legislation.

### Some Ideas for Action

- Be alert to new and amended legislation through trade, local and national press.
- Utilise the St Helens Chamber for legal guidance.

### **Utilise wherever possible, materials emanating from sustainable resources while conducting its administrative, commercial and social activities**

The definition of a sustainable resource usually refers to a source that is inherently renewable and can be managed in such a manner as to ensure the source does not decrease in quantity. Sustainable energy or renewable energy therefor incorporates both the type of resource and the suitable use of energy resources. In time GPW could benefit from renewable energy such as solar power or the use of wind turbines, both directly and indirectly.

Examples of sustainable materials would include:

- Products with identified recycle content.
- Materials harvested from sustainable managed sources.

GPW/EP/08/01/08



Worsley House, North Road, St Helens, England WA10 2BL

Tel: 0845 330 1111 Fax: 0845 330 1112

e-Mail: [recruitment@gpw.uk.com](mailto:recruitment@gpw.uk.com) Website: [www.gpw.uk.com](http://www.gpw.uk.com)

- Products manufactured with resource-efficient processes including reducing energy consumption, minimising waste (recycled, recyclable and or source reduced product packaging).
- Material that can be easily dismantled and reused or recycled at the end of their useful life.
- Products enclosed in recycled or recyclable packaging.
- Materials that are longer lasting or are comparable to conventional products with long life expectancies.

GPW/EP/08/01/08

