

# GSS - Environmental Policy

---

GSS are committed to the laws, regulations, and other policy mechanisms concerning environmental issues. These issues generally include air and water pollution, waste management, ecosystem management, maintenance of biodiversity, the protection of natural resources, wildlife and endangered species.

We are aware of the requirement to adhere to environmental policies and as such our business commits to:

- Ensure we meet any legislative or contractual guidelines given to keep safe our Environment
- Seek to improve our environment performance continuously
- Foster commitment of all management and staff to improving the environmental performance of our business.
- We conduct as much communication of documents by electronic means instead of post and fax
- Aim to minimise the use of all materials, supplies and energy. Wherever we will use renewable or recyclable materials and components
- Assess the environmental impact of all our operations both current and future.
- Expect similar environmental standards to our own from all third parties involved in our business suppliers, vendors and contractors
- Recycle as much of our paper waste as is possible and print only when necessary to do so.
- Include environmental consideration in investment decisions
- We will reduce our consumption of energy, water and natural resources wherever feasible
- This means that we must turn off lights, computers, heaters, coolers etc when not required.
- Reduce the amount of waste we produce which in the main includes paper and packaging
- We will ensure that all our learners and staff are aware of and understand our environmental policy and how their commitment is vital to ensure our goals are reached.
- Recycle all recyclable products used by or through GSS via GSS HQ recycling bins
- Commit to keeping CO2 emission as low as possible by ensuring the company cars are used only as necessary and these cars are selected for their low emissions. Where appropriate Electric vehicles will be utilised.

GSS will implement a training program as part of induction for its staff to raise awareness of environmental issues and enlist their support in improving GSS's performance.

As a service industry business we will co-operate with our learners, customers and clients in any of their environmental policies and procedures.

A copy of this Environmental Policy is made accessible to all via the web and intranet sites and is given to all employees during their Induction with GSS. All staff, including newly appointed ones must be made aware of this Policy and the responsibilities of both GSS and the individual in achieving its objectives.

All updates and amendments to this policy must be disseminated to all staff and sureties of their understanding of any changes with this must be sought

## Review

We commit ourselves to undertaking a formal review of the Policy at least once every two years and usually yearly and to communicate changes organisation wide.

A handwritten signature in black ink, appearing to read 'Sonia Benjamin'.

Signed by Sonia Benjamin  
Director  
July 2020 v10