

# Environmental Policy 2008 – 2009

CGA Management provides leadership and organisational development consulting, training and coaching. Operations are based in London and North Yorkshire. Our clients are based mainly in London and abroad.

There are 3 areas where our business impacts the environment: transportation, printed materials and power usage. As sustainability is one of our key values we have spent the last two years ensuring that environmental topics are integrated into our core business services. We have aimed to minimise our impact on the environment through the following actions:

- Recycled paper used for printed materials
- Marketing materials predominately virtual
- Majority of business information moved around electronically
- Installed power meter to measure usage of power
- Employees issued with oyster card
- Most business travel made by public transport
- All IT equipment goes to standby or hibernation and power-off after a period of time
- Incandescent lighting replaced with low voltage and energy saving light bulbs
- Employees use laptops rather than desktops to minimise power usage
- IT equipment recycled rather than disposed of
- Waste materials sorted within the office – paper, non-paper and glass
- Plastic bag tree installed in kitchen area
- Moved to 4 ink printers to minimise ink wastage

## Objectives

- To continue to innovate and explore ways of minimising waste and pollution in the three key areas: transportation, printed matter and power
- To ensure that we review our environmental performance on an annual basis
- Comply with all relevant environmental legislation, regulations and applicable codes of practice

## Targets

- Make the appropriate resources available to support environmental improvement, awareness, and provision of information
- Record and report impact in three areas: printed matter, power and transportation
- Investigate and aim to use sustainable suppliers and clients
- Aim to use scanning as an option to minimise paper usage in the office
- Switch energy provider to a renewable source
- Explore and implement options to “neutralise” impact of air travel
- Recycle Ink/toner cartridges
- Take initiatives to put us into “negative” carbon impact by December 09.

The Associates will review this policy every 12 months

Signed 

Date 12<sup>th</sup> January 2009

(for and on behalf of CGA management Ltd)

Review date: 12<sup>th</sup> January 2010