Environmental Policy

Version	Date	Summary	Name of editor
1.0	02-Nov-20	Document created and published.	Rob Howes
1.1	13-Sep-21	Policy updated.	Rob Howes
1.2	04-Jul-24	Reviewed policy as part of the ISO9001 schedule. Added version log, update employee commute information and printed information.	Katherine Stather
1.3	02-Jul-25	Reviewed as part of ISO9001 schedule. Added version log, made general updates to text and given more information about waste disposal.	Joanna Flint
1.4	18May26	Updated to include the new logos.	Joanna Flint
1.5	11Aug26	Document updated following ISO14001 review.	Katherine Stather and Joanna Flint
1.6	17Aug26	Reviews and signed off by Management Team	Katherine Stather

Green Commute Initiative Ltd and PROc2w Limited (collectively the 'Organisation') recognise the importance of environmental protection and is committed to operating its business in a manner that minimises environmental harm, fulfils its compliance obligations and drives continual improvement in environmental performance.

Environmental Management System

This Policy applies within the defined scope of the Organisation's Environmental Management System and is appropriate to the nature, scale and environmental impacts of its activities, products and services.

It is the Organisation's objective to carry out all necessary activities, to protect the environment and to continually improve the Environmental Management System and environmental performance, through the implementation of the following:

- Assess and regularly re-assess the environmental effects of the Organisation's activities including a life-cycle perspective;
- Training of employees in environmental issues and responsibilities;
- Minimise the production of waste;

- Minimise material wastage;
- Minimise energy wastage;
- Promote sustainable resource use, including recyclable and renewable materials;
- Prevent pollution in all its forms and protect biodiversity where affected;
- Control noise emissions from operations;
- Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation;
- Consider environmental risks, opportunities, climate impacts and changing environmental conditions when planning work.

The Management Team demonstrates leadership and commitment with respect to the Environmental Management System by:

- Taking accountability for the effectiveness of the Environmental Management System;
- Ensuring that the Environmental Policy and Environmental objectives are established and are compatible with the strategic direction and the context of the Organisation;
- Ensuring the integration of the Environmental Management System requirements into the Organisation's business processes;
- Ensuring that the resources needed for the Environmental Management System are available;
- Communicating the importance of effective environmental management and of conforming to the Environmental Management System requirements;
- Ensuring the Environmental Management System achieves its intended outcomes;
- Directing and supporting persons to contribute to the effectiveness of the Environmental Management System;
- Promoting continual improvement;
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

This Environmental Policy is maintained as documented information, is communicated to all employees, contractors and other persons working under the Organisation's control, and is made available to interested parties on request. The Policy is regularly reviewed to ensure its continued suitability, adequacy and alignment with the Organisation's strategic direction.

Environmental Policy in action

Our business is about getting commuters out of cars and onto cleaner forms of transport which benefit them, society and the environment. As well as helping commuters use tax incentives to begin cycling, we also provide bike pools to enable employees to use better forms of transport during their working day.

However, as a organisation we want to actively reduce waste, minimise our usage of resource and materials as much as possible. We try to achieve this through multiple initiatives which are outlined below.

Our choice of premises

The head office is located in an area of outstanding natural beauty and the Company is particularly conscious of this and therefore work hard to reduce its footprint. The premises were carefully selected to allow responsible operations. Multiple improvements have been made to the offices to minimise consumption of resources and reduce environmental footprint.

The office space has been divided into smaller units so only the occupied units receive heat and light. Each unit has thermostatically-controlled heating so that the temperature can be controlled within specific working areas.

Low energy internal lighting (LED) was installed along with low energy external security lighting to minimise light pollution and nuisance and is only operational when it detects motion. At other times the site is completely dark.

Office equipment & environment

Work stations were upgraded to include smaller rise-fall desks to enable more staff to be accommodated within the same space, thus reducing heating, lighting etc. and meant that larger premises were unnecessary. The rise-fall desks have significant benefit to employees as it has been shown employees should spend some working time standing to improve circulation and other health aspects. Flexible working is fully embraced with staggered working days/hours to enable more efficient use of the office space.

Each office unit has a thermostatically-controlled heater and employees can use a cooling fan in hot weather to control their own environment and achieve a comfortable working temperature.

Office IT

VOIP is used to reduce the requirement for separate telephone equipment. This brings the added benefit of sophisticated telephony features.

IT equipment has been upgraded to provide better screens to reduce eye strain and be more energy efficient. All employees use laptop computers so that they can easily work from home or other locations to reduce travel.

Business communications

All business communications are electronic with electronic signatures used for important documents - the sending of hardcopy documents such as payment advices is actively discouraged. Documents are rarely printed out meaning consumption of paper is very low. Secure electronic storage is utilised.

Customer meetings

Customer and supplier meetings are usually conducted via online platforms such as Teams or Google Meet. When off-site meetings are necessary, the use of a mix of transport modes including cycling and public transport is encouraged.

Recruitment & employment

Recruitment is targeted to the local area and flexible working is offered so that employees can combine their commute with school runs etc. The majority of the workforce live within nine miles of the offices with the remaining staff living within 18 miles. Homeworking has always been supported.

Zero hours contracts are not used so that employees can be reassured that they have stable employment which in turn benefits the local community.

Commuting

Every employee that wishes to have use of a bicycle is provided with one. This is usually in the form of an ebike. Appropriate safety gear is also provided. The bicycles are available for any use by the employee to reduce car-based travel. There is no charge to the employee for this or any tax liability.

Business travel

The company has a PHEV van which operates mostly on electricity. The is also a fully electric company car. The company has installed electric charging points for these which operate on off peak electricity. The company does not operate any vehicles which are not ULEZ compliant.

Supporting local communities and businesses

The company actively supports local businesses in its business operations by promoting local, independent bike shops over mail order operations and large national chains. Consumables and business requirements are sourced as much as possible from local businesses.

Postal services

Royal Mail is utilised as the prime delivery service and the local post office is used as a collection point. This supports a local village resource and uses an already active delivery network which does not require special routings or additional journeys.

Promotional materials

All promotional materials are cardboard or paper-based including the packing tape. We do not advocate the use of throw-away promotional items such as mugs, pens etc..

Beverages

Beverages purchased for the office supply are sourced from local business and chosen because they are environmentally responsible. Where possible, used tea bags and coffee granules are composted. Disposable crockery or cutlery is not used. Employees are encouraged to bring their own reusable drinks bottles and food containers.

Recycling materials

Wherever possible, paper and packaging are re-used. Where this is not possible, a recycling waste collection service is used.

General waste

As a service company, the amount of waste that cannot be recycled is minimal. A waste collection service is used for this.

Noxious materials

As an administration office, noxious materials are not used. Any cleaning materials are environmentally friendly.

Our future aims

Business activities are monitored to understand and evaluate things can be improved. Employees are empowered to make suggestions directly to the Management Team who will discuss initiatives to reduce resource usage.