



Environmental Policy

As the protection of the environment becomes an increasingly pressing issue we need to take responsibility as individuals and as an organisation to ensure we reduce the impact of our actions.

Each year London produces over 18m tonnes of waste and this is forecast to rise to 23.6 million tonnes in 2020. During 2003 London businesses produced an estimated 6.6 million tonnes of waste. Only 44% was recycled. According to the Mayor of London's Draft Business Waste Management Strategy 'the quantity and rate at which London is using resources and producing waste is unsustainable'.

One of the objectives of the Waste Strategy is to reduce the landfill component and the Mayor of London has furthered this cause by pioneering the Green Procurement Code which encourages London based businesses to think and act in a sustainable way by procuring recycled or recyclable supplies. Prospectus signed up to the code in 2002.

Prospectus is a SME that provides recruitment and design services to clients in the non-profit sector. Our principal service is to match candidates to clients either in temporary or permanent employment and as such our impact on the environment is reasonably low.

However, Prospectus continues to strive towards a paperless office and staff are encouraged to save energy where they can by turning lights, PCs, printers and other machinery off when not in use.

Prospectus signed up to level A2 of the Green Procurement Code in 2002 and moved offices in the same year. We purposely selected our current office because it is built around a naturally air conditioned atrium to reduce our energy consumption in summertime. During the move we endeavoured to put our unwanted furniture and equipment to beneficial use rather than contributing further to ever increasing landfills. We successfully donated a large number of monitors, PCs, desks and other furniture to two organisations:

***Offers**, a pilot project to maximise the current and potential reuse and recycle activities in the borough of Southwark. Donated furniture is collected and passed on to the community and voluntary sector. If recipients cannot be found or the items are unusable then they are dismantled and the parts recycled. We gave officers 26 desks, 4 side cabinets, 3 small cabinets and 2 large cupboards and other miscellaneous items*

***Camden Itec** is a not-for-profit information and communication technology organisation which has provided a variety of training*

programmes to local individuals and businesses. They have a reputation for succeeding with young people and adults from diverse and sometimes disadvantaged backgrounds by providing support at the level required by the individual.

Following the closure of our office in Deptford in August 2006, office items no longer required were also re-distributed by the managing agents of the workspace rather than them being discarded.

Where necessary we have bought in environmentally friendly products such as chairs and tables and low toxic paints via specialist suppliers.

Through our services and activities, we recognise that we have various different impacts on the environment. We are committed to reducing this impact and improving our environmental performance in the following ways:

To protect and enhance our premises by:

- a) improving standards of layout and usability
- b) ensuring that our building and facilities are accessible to able-bodied and disabled persons alike
- c) using environmentally friendly building products and non-toxic paints where possible when renovating/enhancing the premises
- d) environmentally friendly cleaning products are used wherever possible within the office.

To reduce wastage and disposal by:

- a) continually working towards a paperless office by developing IT systems
- b) committing to recycling all white paper, newspaper, aluminium cans, carrier bags and plastic bottles either via Local Authority collections or public recycling points in vicinity
- c) recycling printer cartridges via the charity Scope
- d) donating outdated IT equipment or recycling parts if unusable via 3rd party
- e) including the following line in all auto-signatures:



Before you print think about the ENVIRONMENT

- f) using recycled hand towels and toilet roll
- g) donating unwanted furniture to charity.

To reduce pollution where possible by:

- a) requesting that staff use public transport when on company business
- b) keep air conditioning use to a minimum.

To raise awareness and involvement amongst staff by:

- a) impressing the importance of turning off office machinery at COB rather than keeping on standby



- b) encouraging staff to reuse paper and keep printing to minimum/double sided.

Future action

Prospectus will strive to continue reducing our impact on the environment and there are a number of areas which we are currently working on:

- a) develop our level of commitment to the Mayor's Green Procurement code (currently level A, investigating level B2)
- b) investigate financial and practical feasibility of procuring 'green' tariff utilities
- c) investigating the cost of energy saving lightbulbs and installing cistern bricks to reduce the amount of water used.