

## Environmental Policy

Prospectus need to take responsibility as individuals and as an organisation to ensure we reduce the impact of our actions, and encourages everyone that works here to do the same.

In 2016, Prospectus became B-Corp certified. B Corps are for-profit companies certified by the non-profit B Lab to meet rigorous standards of social and environmental performance, accountability, and transparency.

Prospectus continues to strive towards a paperless office and encourage staff to save energy where they can by turning off lights, PC's and other office machinery when it is not in use.

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;

1. Using long lasting, energy saving lightbulbs around the office
2. Using environmentally friendly cleaning products
3. Where possible, using environmentally friendly and natural building materials/products.
4. Ensuring our cleaners are paid at the London Living Wage
5. Improving standards of layout and usability to ensure that our building and facilities are accessible to able-bodied and disabled persons alike.
6. Follow a Supplier Code of Conduct; setting standards for our supply chain.

To reduce wastage and disposal by;

1. Setting printer to automatically print double sided, reducing paper waste
2. Continually working towards a paperless office with our developed IT systems
3. Committing to recycling all general waste including; plastic packaging, drink cartons, mixed paper and cardboard, metal tins, glass and plastic bottles via Camden Council
4. Ensuring all confidential paper waste is shredded and then recycled through First Mille
5. Including an environmental message in our auto-signature
6. Donating any unwanted furniture and recycling IT equipment through a B-Corp company
7. Where possible, using eco-friendly office supplies such as recycled hand towels and toilet roll
8. Introduction of hand dryers and reduction of paper towels
9. Making all invoices electronic and available online
10. Purchasing Fairtrade items for tea & sugars and Using sustainable coffee machine and coffee pods through Nespresso, B-Corp company
11. Purchasing sustainable products such as sanitary towels

To reduce pollution by;

1. Encourage staff to use public transport when on company business – supplying oyster cards for those that need to travel during working hours
2. Use a company called Green Tomatoes for private vehicles who supply Hybrid, Biodiesel, Electric cars
3. Aim to keep air conditioning and electric heater use to a minimum
4. Encourage use of local suppliers & companies
5. Encourage the use of video conferencing for interviews and meetings

To raise awareness and involvement amongst employees by;

1. Impressing the importance of turning off office machinery at close of business rather than keeping items on standby
2. Encouraging staff to keep printing to a minimum, printing double sided where possible and re-using paper
3. Encouraging staff to obtain electronic records and files rather than print out copies
4. Promoting the use of a company tablet or laptop when attending offsite visits or meetings
5. Highlight the most effective way possible to use the air conditioning
6. Promote flexible working

Future action;

Prospectus will strive to continue reducing our impact on the environment by;

- Continually working towards a paperless office and encouraging staff to save things electronically and not file paper copies
- Investigate green tariff utilities on next review
- Look at purchasing more eco-friendly stationary
- Move processes online including online payslips for staff and electronic remittance for clients
- Move the candidate registration process entirely online
- Continually working towards reducing our carbon footprint