

GMA Environmental & Regulatory Compliance Policy

1. Purpose

This Environmental & Regulatory Compliance Policy outlines GMA's commitment to meeting and exceeding the environmental, sustainability, and legal compliance standards.

The purpose of this policy is to:

- Demonstrate GMA's compliance with UK environmental regulations
 - Evidence responsible environmental management
 - Integrate sustainability principles into all operational activities
 - Promote continual environmental improvement across the organisation
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2. Scope

This policy applies to:

- All GMA employees, contractors, and temporary workers
 - All GMA office, remote, and onsite activities
 - All suppliers and subcontractors engaged by GMA
 - All service delivery, IT operations, procurement, and engineered solutions
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3. Environmental & Regulatory Compliance Commitment

GMA is committed to operating in compliance with all relevant **UK environmental legislation**, including but not limited to:

- **Environmental Protection Act 1990**
- **Waste (England & Wales) Regulations 2011**
- **WEEE Regulations 2013** (Waste Electrical and Electronic Equipment)
- **Control of Substances Hazardous to Health Regulations (COSHH)**
- **Clean Air Act 1993**

- **Climate Change Act 2008** (aligned to UK Net Zero targets)
- **REACH Regulation (EC 1907/2006)** — chemicals management

GMA will:

- Maintain full legal compliance with UK environmental and waste disposal laws
 - Require regulatory compliance from all suppliers and partners
 - Ensure accurate record-keeping for
 - Follow best practice guidance from the UK Government and Environment Agency
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4. Alignment

4.1 Policy Governance

- Maintaining an up-to-date Environmental Policy and compliance framework
- Demonstrating leadership commitment from the Managing Director
- Reviewing environmental policies annually or when legislation changes

4.2 Environmental Impact Management

- Reducing energy use in our Watford operations and cloud infrastructure
- Managing waste responsibly, including certified WEEE disposal
- Reducing emissions via hybrid/remote working and optimised engineer travel
- Procuring energy-efficient IT equipment and sustainable materials

4.3 Documentation & Evidence

GMA maintains the following artefacts for audit purposes:

- Environmental Policy and Compliance Statement
- WEEE disposal certificates
- Waste carrier licence details (from certified disposal partners)
- Supplier due diligence records
- Energy efficiency measures and annual improvement notes

4.4 Supply Chain Sustainability

- Using suppliers with recognised environmental credentials where possible
 - Prioritising low-impact products and services
 - Assessing supplier environmental compliance as part of onboarding
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5. Environmental Objectives

To ensure continuous improvement, GMA will:

1. **Reduce waste** through recycling, re-use, and responsible disposal
 2. **Decrease carbon emissions** through reduced travel and digital-first solutions
 3. **Enhance energy efficiency** in office operations and IT infrastructure
 4. **Procure sustainably**, prioritising environmentally conscious suppliers
 5. **Increase staff awareness** through training and information campaigns
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6. Operational Environmental Practices

6.1 Office & Facilities

- Use energy-efficient LED lighting and equipment
- Switch off non-essential systems when not in use
- Recycle paper, plastics, electronics, and printer consumables
- Minimise printing and maintain digital-first processes

6.2 WEEE & Hazardous Waste Compliance

- Use licensed waste carriers for all electronic waste
- Maintain WEEE certificates for audit
- Ensure secure wiping or destruction of data-bearing devices

6.3 Travel & Carbon Reduction

- Remote meetings as default
- Efficient scheduling of on-site engineering visits
- Encouraging low-emission travel options

6.4 Purchasing & Lifecycle Management

- Preference for energy-efficient devices
 - Selecting environmentally responsible suppliers
 - Maximising equipment lifespan when feasible
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7. Supplier & Partner Requirements

GMA requires suppliers to:

- Comply with relevant UK environmental regulations

- Use responsible waste handling and disposal methods
 - Provide environmentally friendly alternatives where available
 - Demonstrate their own sustainability policies when requested
 - Support GMA in fulfilling client sustainability expectations
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8. Monitoring, Evidence & Continuous Improvement

GMA will:

- Review environmental performance annually
 - Set measurable sustainability targets
 - Gather compliance documents required for audits
 - Maintain evidence logs for:
 - Waste disposal
 - Supplier assessments
 - Energy-saving initiatives
 - Update this policy to reflect regulatory or business changes
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9. Approval & Review

- **Approved by:** Managing Director, Gregory Micallef Associates (GMA)
- **Effective from:** 1/1/2025
- **Review Cycle:** Annual

10. Revision History

Version	Date	Author/Editor	Description of Change	Approved By
0.1	21/10/2024	Greg Micallef	Initial Draft	
1.0	1/1/2025	Greg Micallef	Updates	Greg Micallef
2.0	11/11/2025	Greg Micallef	Updates inc Keeper	Greg Micallef