GMA Environmental Policy

1. Purpose

GMA is committed to minimising its environmental impact and supporting sustainable practices across our operations and supply chain. As a UK-based MSP, we recognise our responsibility to operate in a manner that protects the environment, reduces waste, and contributes positively to the communities we serve.

This policy sets out our environmental commitments and provides guidance to employees, suppliers, and stakeholders.

2. Scope

This policy applies to:

- All GMA employees and contractors
- All office-based, remote, and on-site activities
- All suppliers and partners working with GMA
- All operational procedures, purchasing decisions, and service delivery activities

3. GMA Environmental Commitment

GMA is committed to:

- Reducing our carbon footprint and energy consumption
- Prioritising sustainable procurement and environmentally responsible suppliers
- Minimising waste through reuse, recycling, and responsible disposal
- Reducing emissions associated with travel and transportation
- Ensuring compliance with all relevant UK environmental laws and standards
- Continuously improving environmental performance across the organisation

4. Objectives

To fulfil our commitments, GMA will aim to:

1. **Reduce Energy Consumption:** Improve energy efficiency in our office, IT systems, and day-to-day operations.
2. **Encourage Remote and Hybrid Working:** Reduce unnecessary travel and encourage digital-first practices.
3. **Sustainable Procurement:** Select suppliers that demonstrate environmental responsibility and offer low-impact products and services.
4. **Minimise Waste:** Use recycling schemes, reduce use of single-use plastics, and responsibly dispose of electronic waste.
5. **Promote Awareness:** Provide employees with guidance and training to encourage sustainable behaviour.
6. **Measure Progress:** Conduct annual environmental reviews and set improvement goals.

5. Environmental Practices

5.1 Office & Facilities

- Use energy-efficient lighting and equipment
- Shut down non-essential equipment outside business hours
- Use recycling schemes for paper, plastics, and IT equipment
- Prioritise digital documentation and minimise printing

5.2 Travel & Transport

- Encourage remote meetings and remote support tools
- Promote car-sharing or public transport where commuting or travel is necessary
- Optimise engineer travel routes to reduce unnecessary mileage

5.3 IT & Equipment Lifecycle

- Prioritise energy-efficient hardware and cloud technologies
- Extend equipment lifespan where safe and practical
- Ensure compliant and environmentally safe disposal of WEEE (Waste Electrical and Electronic Equipment)

5.4 Purchasing Decisions

- Consider environmental impact as part of supplier evaluation
- Preference given to:
    - Low-energy hardware
    - Recycled or recyclable materials
    - Environmentally certified suppliers

6. Supplier Requirements

GMA expects suppliers to:

- Comply with UK environmental legislation
- Demonstrate responsible waste management
- Minimise carbon emissions and environmental impact
- Provide environmentally friendly products and sustainable alternatives where possible

7. Responsibilities

- The **Managing Director** oversees environmental compliance and policy implementation.
- All employees are responsible for applying environmental best practices.
- The Operations/Admin team coordinates waste management, recycling, supplier checks, and annual environmental reviews.

8. Monitoring & Continuous Improvement

GMA will:

- Conduct annual reviews of environmental performance
- Set measurable environmental improvement goals
- Report progress to clients upon request
- Update this policy in line with evolving best practices and regulations

9. Approval & Review

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

If you want, I can now:

- Add this into a branded PDF or Word document,
- Add cross-references to other GMA policies,
- Include an Environmental Impact Statement or Carbon Reduction Plan.

4. 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	Greg Micallef