



the fifth estate ltd

Environmental Policy
01.01.2009

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1.0 Mission and Aims

- ④ To make sustainable development desirable and therefore normal.
- ④ To be conscious of all material flow and continually strive to maximise resource use and minimise detrimental environmental impacts.
- ④ To ensure The Fifth Estate's own environmental impacts are continually assessed and improved.
- ④ This Policy will be reviewed annually - due on 01.01.2010. By that time The Fifth Estate aims to have audited its environmental performance and aim to become ISO14001 compliant.
- ④ The Fifth Estate recognises and makes every effort to conform to all relevant environmental legislation.

2.0 Procurement Policy

Rather than being prescriptive, The Fifth Estate believes that solutions must relate to their situation. For this reason The Fifth Estate doesn't have a rigid set of requirement for suppliers. Decisions are made by weighing up environmental, social, cultural and economic factors; the most important element of procurement is asking what we need and why. Emphasis should be placed on:

- ⑤ Understanding what the job demands and what function it will perform.
- ⑤ Is this the best solution?
- ⑤ How long will it last?
- ⑤ How does its manufacture, use and disposal affect the environment?

Once it's established that there's a real need to procure something a variety of factors are considered;

- ⑤ Associated carbon emissions
- ⑤ Resource scarcity
- ⑤ Waste produced
- ⑤ Social benefits to producers
- ⑤ Social benefits to consumers
- ⑤ Artistic/creative merits
- ⑤ Affordability

In all situations cradle-to-cradle solutions are preferred. This process can be distilled to;

- ⑤ What are we buying?
- ⑤ Why are we buying it?
- ⑤ Is it the most sustainable option and if not why not?

It's common to find that our preferred option is prohibitively expensive. This exercise allows the identification of products to aspire to and markets to watch.

Factors to consider when buying:

Food and Drink

- Ethical
- Environmental impact
- Fair-trade
- Organic
- Embodied energy
- Local enterprise
- Traditional skills
- Innovation
- Creativity

Technology

As above with additional considerations of;

- Energy efficiency
- Ease of use and performance
- Emissions
- Life cycle

Paper

At least 80% recycled post consumer waste. Biodegradable non-toxic inks are preferred.

General Suppliers

We review our suppliers on a regular basis, and endeavour to procure from organisations and individuals who ascribe to similar philosophies and policies as our own or who score highly in a particular area.

Furniture

Many of the above factors are considered but cradle-to-cradle products are actively sourced and given high preference.

3.0 Transport

- ④ The Fifth Estate monitor and record all business journeys and aim to avoid unnecessary travel.
- ④ The Fifth Estate aims to locate its offices within good access to public transport systems.
- ④ Flying is only used for essential travel outside of the UK, Belgium and France.
- ④ The Fifth Estate does not own or operate any vehicles.
- ④ The Fifth Estate considers embodied energy due to transport in its procurement policy.
- ④ A carbon log is kept of all business journeys.
- ④ Specific, Measurable, Achievable, Realistic and Time-bound (S.M.A.R.T) targets for energy use are set annually.

4.0 Waste:

- ④ The Fifth Estate has adopted the Reduce, Re-use and Recycle approach to waste. All plastics, metals, paper, and glass products, office equipment and furniture are recycled where possible and we compost most kitchen waste.
- ④ Recycling is always given preference over down-cycling. Electrical goods that have no further functionality are disposed of in line with Waste Electrical and Electronic Equipment (WEEE) regulations. We aim to track our waste as far as possible after disposal to ensure we are fulfilling our aim.
- ④ We aim to reduce paper use where possible. Rough draft documents are printed on used paper and double sided printing is set as standard. Email is used in preference to paper memos. Non-electronic files are only produced for legal, security or creative purposes.

5.0 The Building

Energy Use

The Fifth Estate's strategies to reduce energy consumption include;

- Using natural light and ventilation where possible
- Using low energy light fittings where appropriate.
- Turning off all equipment when not in use.
- Procurement of equipment with high-energy efficiency rating.
- Using energy from renewable sources where possible.
- Monitoring consumption.

Water Use

Efficient use of water is encouraged and toilets have modern low volume flush mechanisms.

Cleaning Products

All cleaning products are biodegradable and eco-friendly.

Maintenance

- All redecoration aims to use eco-friendly products and minimise the use of solvents, VOC emitting and lead-based paints.
- All timber is sourced from sustainable managed forests and is FSC certified or. Where possible is previously used.
- Maintenance schedules are designed to minimise noise disturbance to neighbours and employees.

6.0 Education

The Fifth Estate understands the need for effective education and training in environmental issues and the environmental effects of their activities and actively encourages initiatives.

The Fifth Estate assists its customers, suppliers and neighbours to use products and services in an environmentally sensitive way.

7.0 Planning

The Fifth Estate's commitment to Sustainable Development and its Environmental Policy is inherent in all future planning for both internal and external projects. Routinely advised environmental practice includes;

- Environmental assessment of all historic, current and future operational impacts.
- Continuous environmental performance improvements.
- Pollution, emission and waste reduction.
- Reduction in the use of all raw materials, energy and supplies
- Supplier environmental audits.
- Community liaison.
- Participation in discussions about environmental issues.

8.0 Our Commitment

The Fifth Estate wholeheartedly supports the ten principles of the United Nations Global Compact (UNGC) and is committed to living out those principles as a business internally as well as with our work for clients. We will refer to it in communications with our suppliers, particularly in proposals and marketing materials. This Environmental Policy supports this commitment.

The Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labour standards, the environment, and anti-corruption as detailed below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

Labour Standards

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

9.0 Environmental Policy Basic

- Ⓢ Think when buying, renting or using any product in the course of business, 'is this the most sustainable option?' and, 'if not why not?'
- Ⓢ Ensure all travel decisions include an environmental assessment. Do you need to go? Are you using the most environmentally sound method of transport?
- Ⓢ Support education, training and debate on environmentally responsible habits and activities.
- Ⓢ Conserve natural resources through careful planning and efficient use, minimizing waste through reduction, reuse and recycling.
- Ⓢ Handle and dispose of wastes through safe, environmentally responsible methods.
- Ⓢ Practice effective, efficient energy use.
- Ⓢ Conduct regular environmental assessments and make recommendations for continual environmental improvement and take action as appropriate.
- Ⓢ Encourage friends, suppliers, contractors, neighbours and family to strive for the same high levels of environmental awareness.
- Ⓢ Review environment impact during planning and decision-making, at all levels, within the organisation.
- Ⓢ Be committed to comply and aim to surpass relevant environmental legislation.

Any complaints, comments or questions about the environmental policy should be directed specifically to Sarah Rushton-Read, preferably by email or letter.

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