



Sustainable Development & Environmental Policy

G K Interiors Ltd operates our activities in a way that enables us to follow good sustainable practice, reduce environmental impacts of our activities and where practicable help our clients do the same

Policy Statement

1. G K Interiors will:
2. Aim to minimise the use of all materials, supplies and energy it uses
3. Minimise waste produced in all areas of the organisation, reuse and recycle waste where possible, and aim for waste-free processes
4. Aim to include environmental and ethical considerations in purchasing and tendering out services

Leadership and Management

5. Have a Sustainable Development policy
6. Monitor and report on our performance on Sustainable Development in the following areas:
 - 6.1. Economic
 - 6.2. Social – working with disadvantaged groups and supporting economically inactive and active individuals
 - 6.3. Environment – the key activities that we make an environmental impact on

Waste reduction

7. Use of both sides of paper
8. Effective use of IT (including e-mail) to prevent unnecessary printing and duplication (adjusting font sizes and margins to allow documents to fit onto one piece of paper, print preview prior to printing, thorough proofing of large print-runs before printing)
9. Circulation or display of non-urgent memos or information, as opposed to printing multiple copies.

10. Provision of proper cutlery, crockery and napkins for use by staff and visitors in preference to disposables
11. Use of acetate fax header pages and fax stamps in preference to paper fax headers
12. To comply with the Environmental Protection Act 1990 by keeping the building clear of litter and refuse, taking account of the statutory Code of Practice on litter
13. To avoid the use of batteries, especially those with high levels of lead, mercury and cadmium, where there is a better environmental option.

Waste reuse

14. Purchase of second-hand furniture and similar items whenever feasible
15. Saving and reusing envelopes where possible
16. Printing draft documents on the back of paper which has already been used on one side

Recycling

17. Recycling all materials where local facilities (free or otherwise) exist
18. Collecting toners and cartridges for remanufacturing

Energy and water consumption

19. Use of energy efficient light bulbs
20. Use of power-down features on electronic equipment
21. Turning off lights and heaters when not needed, and use of adequate insulation
22. Use of primary fuels over secondary fuels
23. Use of rechargeable batteries in preference to non-rechargeable ones
24. Responsible use of water with minimal wastage

Purchasing

25. Purchase of products containing recycled material for office use, and stating the percentage of post-consumer waste on all publications and headed stationery
26. Purchase of remanufactured toner cartridges and re-ink ribbons where possible
27. Buying in bulk to reduce packaging waste
28. Buying in returnable and refillable containers where possible and appropriate.
29. Specifying the use of proper crockery and cutlery, reusable napkins, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars and events.
30. Purchase of environmentally friendlier goods where such information exists, for example avoidance of over-processed goods or those that have been unnecessarily bleached or dyed
31. Purchase fully biodegradable substances such as wood, cardboard and vegetable based lubricating oils, where available and when they represent the best environmental option and value for money.

32. Purchase solvents and paints that have low solvent, or solvent- free products such as water based paints, varnishes and glues.

Transport

33. Purchase of products containing recycled material for office use, and stating the percentage of post-consumer waste on all publications and headed stationery
34. Purchase of remanufactured toner cartridges and re-ink ribbons where possible
35. Buying in bulk to reduce packaging waste
36. Buying in returnable and refillable containers where possible and appropriate.
37. Specifying the use of proper crockery and cutlery, reusable napkins, milk jugs rather than individual portions, and other reduction and reuse measures at conferences, seminars and events.
38. Purchase of environmentally friendlier goods where such information exists, for example avoidance of over-processed goods or those that have been unnecessarily bleached or dyed
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General office environment

40. Maintaining the office as a pleasant and effective working space
41. Encouraging the use of plants (and the proper care of these), especially those which are good at absorbing emissions from printers
42. Carrying out an annual office tidy-out and waste amnesty
43. Regularly servicing all office machinery to maintain optimum operating efficiency and longevity.
44. Encouraging cleaning staff to use cleaning products which do not present a problem to humans or the environment, are biodegradable, do not contain harmful solvents or propellants and have not been tested on animals

Business and Community

45. Developed networks at local and regional level
46. Supported local markets and or promote and encourage fair trade
47. Work with environmentally and socially responsive employers

Training our staff on our sustainability objectives as well as communicating our achievement in meeting our sustainability targets internally/externally through regular objective setting and review of this policy. To provide all suppliers with company's Sustainable Purchasing Policy and Supplier Questionnaire

The Director is responsible for implementing this policy which will be communicated to all staff, clients and suppliers and is available on request.