

Environmental Policy

At Forster, our business is based on our beliefs, encapsulated in our Ten Commitments. As an office-based consultancy whose 'products' are largely intellectual, our environmental impacts are relatively low. However, wherever possible we subscribe to a core philosophy of 'reduce, re-use, recycle, repair and re-frame'. We also recognise that the activities we undertake or manage on behalf of clients and those using our office space have an impact on the environment, and believe that it is our responsibility to minimise this impact and continually strive to better our performance year on year.

Our most significant direct environmental impacts relate to the use of:

- Work for clients on environmental communications designed to bring positive environmental outcomes;
- Fossil fuels for transport;
- Energy for office heating, lighting and power;
- Paper and waste disposal;
- Water in our office kitchens and loos

The effects of these impacts are already mitigated through:

- Use of cycle couriers wherever possible;
- Staff walking or cycling to work or using public transport;
- Incentivised use of company pool bikes;
- Purchase of 100% renewable electricity;
- Turning off appliances;
- Double-sided printing;
- Use of products with a lower environmental impact (including recycled stationary, Ecover cleaners, energy efficient computers, sustainably sourced office furniture, organic food & beverages and on-site bottled tap water);
- Recycling of plastic, cans, glass, paper (white & coloured), cardboard, print toner cartridges, batteries and food waste;
- Diverting all unrecyclable waste from landfill by using an energy recovery system which converts waste into electricity;
- Reducing water use via dual flush loos and spray taps;
- Working with suppliers who are committed to environmental sustainability.

Environmental objectives

Our environmental objectives are to:

- Encourage walking and cycling on commuter journeys and cycling on business travel
- Reduce material consumption and maintain energy consumption at minimum levels;
- Use renewable resources where practical, e.g. electricity and ensure that we are working with market leaders through regular review
- Continue separating waste for recycling, with the aim of increasing the proportion of recycled material and decreasing the proportion of waste;
- Comply with relevant regulations and legal requirements, e.g. the Duty of Care in relation to Waste;
- Uphold conditions of subscription bodies including UN Global Compact

- Work with clients and suppliers to reduce indirect negative environmental impacts, e.g. impacts of printing suppliers used by us or commissioned on behalf of clients.
- Promote our best practice water usage policy
- Maintain systems to the level of ISO 14001 Environmental Management Standard accreditation
- Specific targets relating to these objectives are documented in our Sustainability Report. Our most recent report was published in October 2014.
- Complete a biennial B Corp Impact Assessment and publish the results publicly

Monitoring and auditing

We will continue to monitor our environmental impacts and will endeavour to progress towards our targets. Our environmental policy will be reviewed regularly to ensure it is still relevant and effective, particularly if there are significant physical or strategic changes to the business. To assist in maintaining our environmental management system to ISO14001 standard, our 'internal' audits are carried out by an independent IEMA registered environmental auditor.

Communication

We will actively raise awareness of environmental issues with all our employees on an ongoing basis. Our environmental impacts, practices and process will be communicated internally via induction, regular company meetings, email updates and through the Employee and Office Procedures Handbooks, and externally via our environmental reports and our website.

We continue to work with clients on communications designed to bring positive environmental outcomes as we have for some two decades. Together, we seek to devise and implement solutions that promote sustainable business, protect the environment and tackle climate change.

Responsibility

Ceci Mazarella is our Environmental Officer and she is responsible for the implementation of our environmental policy. Our CEO Amanda Powell-Smith is ultimately responsible for reviewing the Company's environmental policies and practices, with support from COO Rob Lamond who makes sure we have the necessary resources (in terms of time, training and money) to translate policy into practice.

All individual employees have a responsibility for meeting the company policy in their areas of work and in their day-to-day office activities. All employees are appraised of their responsibilities under this policy upon induction, and through their work contract and job description.



Amanda Powell-Smith, CEO, Forster
December 2015