

# Environment and Sustainability

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May 2010

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### What we do

3G Communications Ltd was founded by Claire Gordon in 1996 to specialise in community relations (CR) and communications for major infrastructure development projects. The Company has grown to over 40 members of staff, based in London and across England and Wales.

3G advises on and delivers all aspects of business-critical stakeholder engagement. We support our clients in delivering their infrastructure, engineering, construction and complex planning projects, on time and to budget. We do this by helping our clients build long term relationships with their community stakeholders. Our sector experience includes energy, transport, regeneration, environment, water, construction, housing, leisure and retail property development

We all depend on the Earth's natural resources to live. 3G Communications believes that these resources should be protected and enhanced and this philosophy is reflected in our approach to sustainability and the environment. We are committed to minimise and, where possible, reduce the environmental impact and carbon footprint incurred in the carrying out of professional duties, and seek to raise awareness, encourage participation and train employees in environmental matters affected by our company. We work with our suppliers and sub-contractors to encourage improvement in their own environmental and sustainability performance.

### Objectives

- Achieve ISO 14001 environmental management accreditation by end 2011
- Continue to actively support environmental community initiatives through Trees for Cities and individual staff fundraising to seek to offset carbon emissions from our activities
- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice

### Targets:

#### Energy and Water

- We will ensure that all lights and electrical equipment are switched off during out of office hours (except those required for specific IT purposes)
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and implementing good housekeeping such as turning down the heating thermostat and by purchasing low energy products
- Encourage our landlord (3G London) to consider purchasing electricity from a supplier committed to renewable energy (although final decision is not within our control)
- Use water efficiently, for example drink tap water if suitable

#### Transport

- Travel within a 1000km radius (excluding Scandinavia) will be undertaken by public transport wherever practicable and time allows
- Where driving is the only option we endeavour to car share
- We will use alternatives to travelling to meetings where possible eg. using teleconferencing, video conferencing or webcams, and arrange efficient timing of meetings to avoid multiple trips

- We will hold meetings in locations in order to minimise travel time and close to public transport links, whenever possible

**Waste and Resources**

- All our employees are encouraged to participate in our 'Paper Waste Minimisation Programme' to minimise our use of paper and other office consumables, for example using 'print preview' before printing, by double-siding all paper used, and identifying opportunities to reduce waste and by printing, whenever possible, on minimum 75% recycled paper
- We will, when practically possible, arrange for the reuse or recycling of all office waste, including paper, computer supplies and redundant equipment
- We will endeavour to repair equipment before replacement
- We will phase out CFCs and ozone depleting substances wherever possible and dispose of any hazardous waste in a correct manner
- Encourage the use of bio-degradable cleaning and other products in the office wherever possible
- Purchase fair-trade food and beverages, and when not available buy organic
- We will keep packaging to a minimum and reuse materials wherever practicable
- Request sight of existing and potential sub contractors' and suppliers' environmental and sustainability policies and encourage them to take account of sustainability issues in their activities, for example with designers stating our requirement to use minimum 75% recycled paper stock, and minimising the use of solvents and lead-based paint

Our aim is to integrate sustainability considerations into all our business decisions and welcome any observations or suggestions from staff. We will make our policy publicly available to staff and clients and it is subject to annual review and continual improvement.



Signed.....  
Claire Gordon  
Managing Director



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Ivan Stone  
Director

Date: 21 May 2010