

GFI Environmental Policy Statement

We are always striving to enhance and expand on this policy:

Paper

- We aim to make sure that all paper, board and packaging used meets our stringent environmental specifications and as a minimum these materials are ECF or TCF - Elementally or Totally Chlorine Free - which is the kindest way to bleach the pulp.
- We actively encourage and promote the use of FSC Certified Paper, 100% Recycled Paper or paper containing an element of recycled fibre.
- Our business cards and leaflets are printed on FSC Papers or 100% Recycled Paper.

Reduce or Avoid the use of Chemicals

- We use an inert water based corrector
- We use biodegradable cleaning materials

Reduce and Recycle Waste

- We will continue to seek ways to reduce waste.
- We segregate, re-use and recycle the waste unavoidably produced.
- We invest in IT equipment which is more efficient and less wasteful of materials in the first place.

Green Office at GFI

- We print double sided in the office where possible.
- We switch off lights and equipment when they are not needed.
- Computers and monitors are turned off when not in use.
- Our toner cartridges are recycled
- Our Company Stationery will be printed on Recycled Paper and marketing materials including our own full colour Leaflets are printed on recycled or FSC Certified Paper.
- We use Recycled card for our Business Cards and display the relevant green and recycled logos on the reverse.
- Office waste paper and card is segregated and collected for recycling
- We have invested in an online payments option to help to reduce paper resources
- Our tea bags and coffee are from fair trade sources.
- We use email where possible to communicate rather than fax or letter.
- We use video conferencing where it is feasible and sensible.
- We try not to use plastic or paper cups.
- We sponsor or support local environmental initiatives.
- We plan to appoint a member of staff who is enthusiastic about green issues as the company "green champion".
- We will encourage further environmental improvements

The GFI Green Business Commitment:- We do not pay lip service to green issues - we care passionately about the environment and do our very best at all times to deliver truly eco-friendly green office services.