

**RPS**

Shaftesbury PLC

**CR ACTION PLAN**

**2006 - 7**

**RPS Health, Safety & Environment  
185 Park St  
London SE1 9DY  
Tel: 020 7928 0999  
Fax: 020 7928 0708**

**HLM0296  
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## **Overall Policy Goals**

### **Policy Goal A: Disseminate the Environmental, Social and Community Policy**

<b>Number</b>	<b>Objectives</b>	<b>Targets 2006-07</b>	<b>Personnel Responsible</b>
A1.	Disseminate the Policy to all the Company's staff, managing agents, contractors, and tenants and ensure that it is available to the public	<ul style="list-style-type: none"> <li>Undertake update awareness training of all personnel and key suppliers by October 2007</li> </ul>	RPS/Shaftesbury
		<ul style="list-style-type: none"> <li>Ensure Policy is issued to all new commercial tenants as part of tenant's pack.</li> </ul>	Managing agents

### **Policy Goal B: Review the Policy on an annual basis and report on the Company's performance**

<b>Number</b>	<b>Objective</b>	<b>Targets 2006-07</b>	<b>Personnel Responsible</b>
B1.	The Policy will be reviewed on an annual basis and objectives and targets will be set.	<ul style="list-style-type: none"> <li>Set objectives and targets for 2006-07</li> <li>Review Policy May 2007 for approval at the Board meeting in July 2007</li> </ul>	RPS/Shaftesbury
B2	The Company will monitor and report publicly on its performance	<ul style="list-style-type: none"> <li>Report interim performance against Action Plan and report on Company website</li> </ul>	RPS/Shaftesbury
		<ul style="list-style-type: none"> <li>Include summary of performance in Annual Report 2006 -07</li> </ul>	
		<ul style="list-style-type: none"> <li>Put case studies of key community projects on Company website.</li> </ul>	
		<ul style="list-style-type: none"> <li>Undertake annual audit in August – September 2007 to monitor performance against the Policy and Action Plan</li> </ul>	

**Note: The timeframe of 2006 – 2007 for implementation of the objectives and targets is consistent with the financial year of end of September 2006 to end September 2007.**

## ***Environmental Responsibility***

### **Policy Goal C: Comply with Legal Requirements**

<b>Number</b>	<b>Objectives</b>	<b>Targets 2006-07</b>	<b>Personnel Responsible</b>
C1.	Comply with all legal and regulatory requirements	<ul style="list-style-type: none"> <li>• Review legislation checklists to ensure are current.</li> <li>• Monitor environmental compliance on refurbishment and construction projects for 2006– 07 using checklist</li> </ul>	RPS to liase with: <ul style="list-style-type: none"> <li>• Shaftesbury Project Managers</li> <li>• Project Managers</li> <li>• Managing agents</li> </ul>
		<ul style="list-style-type: none"> <li>• Achieve zero non- compliance for 2006 -07</li> </ul>	All above

### **Policy Goal D: Prior to purchase, environmental audits are conducted where appropriate**

<b>Number</b>	<b>Objectives</b>	<b>Targets 2006-07</b>	<b>Personnel Responsible</b>
D1.	Undertake environmental/building health surveys of properties prior to purchase if appropriate	<ul style="list-style-type: none"> <li>• Ensure environmental/building health surveys are utilised to screen properties prior to purchase of all properties.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury/ Project Managers</li> </ul>
		<ul style="list-style-type: none"> <li>• Audit findings of surveys</li> </ul>	<ul style="list-style-type: none"> <li>• RPS at annual audit</li> </ul>
D2.	Continue to maximise use of 'brownfield' land in central London	<ul style="list-style-type: none"> <li>• Continue to achieve 100% use and regeneration of 'brownfield' land during expansion and refurbishment of portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury</li> </ul>

**Policy Goal E: Minimise environmental impacts during management of properties**

Number	Objectives	Targets 2006-07	Personnel Responsible
E1.	Monitor and where possible reduce energy consumption	<ul style="list-style-type: none"> <li>• Continue to monitor energy consumption in Shaftesbury Head Office and common parts of portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing agents to collect data</li> <li>• RPS to collate for reporting baseline</li> </ul>
		<ul style="list-style-type: none"> <li>• Consider use of green tariff electricity for Head Office by October 2006.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury</li> </ul>
		<ul style="list-style-type: none"> <li>• Commence 'switch off' campaign within Head Office to achieve further 5% reduction (in addition to that achieved 2005 –06).</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury</li> </ul>
		<ul style="list-style-type: none"> <li>• Extend proportion of green tariff electricity to Seven Dials i.e . total of 60% of portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing agents/Shaftesbury</li> </ul>
		<ul style="list-style-type: none"> <li>• Continue to monitor use of long life light bulbs within common parts of managed portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing agents</li> </ul>
		<ul style="list-style-type: none"> <li>• Use projects at Carnaby and Seven Dials as case studies to demonstrate increased efficiencies of energy use from use of low energy bulbs.</li> </ul>	<ul style="list-style-type: none"> <li>• EA Shaw</li> </ul>
		<ul style="list-style-type: none"> <li>• By January 2007, identify sample of 10 tenants and follow up Environment and Occupiers to identify ways to reduce energy use (see also E3).</li> </ul>	<ul style="list-style-type: none"> <li>• Managing agents/RPS</li> </ul>

Number	Objectives	Targets 2006-07	Personnel Responsible
E2.	Monitor and, where possible, minimise water consumption	<ul style="list-style-type: none"> <li>• Investigate high water meter readings at 46-47 Carnaby St and 23 Ganton St.</li> </ul>	<ul style="list-style-type: none"> <li>• EA Shaw</li> </ul>
		<ul style="list-style-type: none"> <li>• Monitor water use in Carnaby/Seven dials common parts.</li> </ul>	<ul style="list-style-type: none"> <li>• EA Shaw to collect data</li> <li>• RPS to collate for reporting baseline</li> </ul>
		<ul style="list-style-type: none"> <li>• Reduce water use for South Service yard in Chinatown by 25%.</li> </ul>	<ul style="list-style-type: none"> <li>• Nelson Bakewell</li> </ul>
E3.	Monitor and reduce waste from its managed properties including the Head Office	<ul style="list-style-type: none"> <li>• Continue to monitor progress of Chinatown waste management plan &amp; liaise with Westminster for future initiatives on recycling etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury/Nelson Bakewell</li> </ul>
		<ul style="list-style-type: none"> <li>• By January 2007, investigate ways in which measurement of waste recycled by waste contractor at Carnaby/Seven Dials can be improved.</li> </ul>	<ul style="list-style-type: none"> <li>• RPS/ EA Shaw in discussion with waste contractor(s)</li> </ul>
		<ul style="list-style-type: none"> <li>• Continue to monitor progress of recycling schemes through data collection at Kingly Court.</li> </ul>	<ul style="list-style-type: none"> <li>• EA Shaw to collate data</li> <li>• RPS to utilise for reporting</li> </ul>
		<ul style="list-style-type: none"> <li>• Continue to monitor progress of compacting at Kingly Court through data collection.</li> </ul>	
		<ul style="list-style-type: none"> <li>• By January 2007, identify sample of 10 tenants and follow up Environment and Occupiers to identify ways to improve proportion of waste recycled by tenants (see also E1)</li> </ul>	<ul style="list-style-type: none"> <li>• Managing agents/Shaftesbury to identify selected tenants</li> <li>• RPS/Managing agents to engage with tenants</li> </ul>
		<ul style="list-style-type: none"> <li>• Continue to monitor volume of paper sent for recycling from Head Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury/RPS</li> </ul>
		<ul style="list-style-type: none"> <li>• Continue to monitor volume of paper purchased.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury/RPS</li> </ul>
		<ul style="list-style-type: none"> <li>• By November 2006, set target to reduce volume of paper purchased through better resource use.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury/RPS</li> </ul>

Number	Objectives	Targets 2006-07	Personnel Responsible
E4	Ensure that contractors (including cleaners, maintenance personnel etc. comply with the Company Policy	<ul style="list-style-type: none"> <li>• Continue to issue Induction Leaflet to all contractors working on portfolio throughout 2006 -07.</li> </ul>	<ul style="list-style-type: none"> <li>• Shaftesbury</li> <li>• Managing agents</li> </ul>
		<ul style="list-style-type: none"> <li>• Maintain documented audit trail of contractors that have received leaflet</li> </ul>	<ul style="list-style-type: none"> <li>• Managing agents to keep records</li> <li>• RPS to audit</li> </ul>
E5.	Remove and dispose of hazardous materials e.g. asbestos in accordance with relevant legislation	<ul style="list-style-type: none"> <li>• Ensure up to date asbestos register is held for managed portfolio</li> </ul>	<ul style="list-style-type: none"> <li>• Managing agents to maintain asbestos register</li> <li>• Managing agents to collate hazardous waste data</li> <li>• RPS to audit</li> </ul>
		<ul style="list-style-type: none"> <li>• Retain copies of waste transfer notes and record volume of hazardous waste disposed to landfill</li> </ul>	

**Policy Goal F: Shaftesbury PLC expects its contractors, as supervised by its consultants to adopt ‘best environmental practice’ in the refurbishment of the Company’s property portfolio.**

<b>Number</b>	<b>Policy Objectives</b>	<b>Targets 2006-07</b>	<b>Personnel Responsible</b>
F1.	Efficient use of energy and water	<ul style="list-style-type: none"> <li>• Review and expand Specification Checklist in line with requirements of the Mayor of London Sustainable Design and Construction the London Plan Supplementary Planning Guidance by January 2007.</li> <li>• Use proposed development at Longmartin as example.</li> </ul>	RPS/Project Managers
F2.	Timber will be sourced, where possible, from well managed sources certified by third party certification bodies	<ul style="list-style-type: none"> <li>• Review approach to Timber tracking to identify more effective method of monitoring and measurement by February 2007.</li> </ul>	RPS /Project Managers
		<ul style="list-style-type: none"> <li>• Ensure that preferred suppliers demonstrate sourcing of sustainable timber for 30% of timber purchased from February 2007.</li> </ul>	Shaftesbury /Project Managers
		<ul style="list-style-type: none"> <li>• Continue to monitor specification of timber and maintain documented audit trail</li> </ul>	Project managers
F3	Management and disposal of construction waste	<ul style="list-style-type: none"> <li>• Continue to monitor construction waste generated data for all projects above £75,000</li> </ul>	Project managers/RPS
		<ul style="list-style-type: none"> <li>• Project managers to ensure waste transfer notes retained as part of contract documentation</li> </ul>	
		<ul style="list-style-type: none"> <li>• RPS to repeat duty of care of 10% of waste contractors used for refurbishment contracts. Selected contractors to be agreed by November 2006 and audits to be undertaken by March 2007.</li> </ul>	
		<ul style="list-style-type: none"> <li>• RPS to audit all data at annual audit in September 2007</li> </ul>	

Number	Policy Objectives	Targets 2006-07	Personnel Responsible
F4.	For projects of capital value over £75,000, and in excess of six weeks duration, Shaftesbury will sign up to Considerate Constructors Scheme (NB. <i>Schemes that only involve external repair and decoration will not be included</i> )	<ul style="list-style-type: none"> <li>• Ensure all eligible schemes are signed up for 2006-07</li> <li>• Project managers to advise contractors of areas for improvement by December 2006 e.g. all contractors should have company specific environmental policy.</li> <li>• Maintain last year's performance by achieving a minimum score of 26/40 (above satisfactory performance) on 80% of schemes audited.</li> <li>• RPS to audit results &amp; identify any areas for further improvement in 2007.</li> </ul>	<ul style="list-style-type: none"> <li>• Project Managers</li> <li>• RPS</li> </ul>
F5.	During construction the Company through its Project Managers will endeavour to minimise adverse impacts on the environment	<ul style="list-style-type: none"> <li>• Continue to provide all contractors with a copy of the Company Policy &amp; specification questionnaires etc. in tender documentation</li> <li>• Continue to issue Induction Leaflet to all contractors working on portfolio.</li> <li>• Maintain documented audit trail of contractors that have received leaflet.</li> </ul>	<p>Project managers</p> <ul style="list-style-type: none"> <li>• Project managers to issue</li> <li>• Project managers to keep records</li> <li>• RPS to audit</li> </ul>

## **Social Responsibility**

### **Policy Goal G: Shaftesbury will conduct its business with integrity**

<b>Number</b>	<b>Objectives</b>	<b>Targets 2006-07</b>	<b>Personnel Responsible</b>
G1.	Be honest, open, helpful and polite	<ul style="list-style-type: none"> <li>• Remain in FTSE4Good Index for 2005-06.</li> <li>• Meet with key investors to discuss their expectations.</li> </ul>	Shaftesbury/RPS
G2.	Provide the standards of accommodation and services that have been agreed	<ul style="list-style-type: none"> <li>• Continue to maintain existing constant liaison between tenants, managing agents &amp; Shaftesbury.</li> </ul>	Shaftesbury surveyors/Managing agents
G3.	Obey all relevant laws and regulations and comply with other key policy goals with regard to customer relations.	<ul style="list-style-type: none"> <li>• Achieve 100% compliance.</li> </ul>	Shaftesbury

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**Policy Goal H: Shaftesbury recognises the need for investing in its employees and provides opportunities for training and personal development**

<b>Number</b>	<b>Objectives</b>	<b>Targets 2006-07</b>	<b>Personnel Responsible</b>
H1.	Ensure all employees have a performance review annually	• Shaftesbury to continue annual system of formal annual staff appraisal.	Shaftesbury
		• Continue to provide CR awareness training to all staff and key suppliers with annual awareness training.	Shaftesbury/RPS

**Policy Goal I: Shaftesbury is committed to providing its employees with safe and favourable working conditions that are free from unnecessary risk.**

Number	Objectives	Targets 2006-07	Personnel Responsible
11.	Fully comply with all the requirements of the Health & Safety at Work Act 1974 etc. for employees and those that may be affected by its activities	<ul style="list-style-type: none"> <li>Ensure health &amp; safety induction training is being undertaken by contractors for 100% site staff including use of contractor induction leaflets.</li> </ul>	<ul style="list-style-type: none"> <li>Project Managers</li> <li>RPS to audit</li> </ul>
		<ul style="list-style-type: none"> <li>Achieve zero reportable accident/incidents throughout 100% of the portfolio.</li> </ul>	
		<ul style="list-style-type: none"> <li>Ensure all key information e.g. contacts for local police station, hospital, fire station etc are displayed at 100% of projects (see findings of Considerate Constructors Scheme).</li> </ul>	Project Managers
		<ul style="list-style-type: none"> <li>Ensure 100% of eligible sites have at least one external audit by CCS (includes health &amp; safety criteria).</li> </ul>	Project Managers
		<ul style="list-style-type: none"> <li>Provide documented audit trail.</li> </ul>	RPS to audit

**Policy Goal J: Shaftesbury is committed to providing equal opportunities for all its employees and potential employees**

Number	Objective	Targets 2006-07	Personnel Responsible
J1.	Monitor the effectiveness of the equal opportunities policy	<ul style="list-style-type: none"><li>• Monitor approach to internal staff management &amp; recruitment to ensure compliance with equal opportunities policy</li></ul>	Shaftesbury

## Community Engagement

**Policy Goal K: Shaftesbury is committed to being a good corporate citizen within its local community through both charitable giving and engagement**

Number	Objectives	Targets 2006-07	Personnel Responsible
K1.	Seek to continue to qualify as a member of the One Per Cent Club and will continue to align its charitable giving and community involvement to its chosen areas of investment in the heart of London's West End.	<ul style="list-style-type: none"> <li>Ongoing financial support to key charities for 2006-07</li> </ul>	Shaftesbury
K2.	Shaftesbury will continue to engage with the local community through the provision of advice and resources.	<ul style="list-style-type: none"> <li>Ongoing support to nominated charities through staff involvement for 2006-07</li> <li>Continue to provide office space for small charities within whole portfolio.</li> <li>Continue to work with statutory bodies through financial support to improve the local environment e.g. lighting projects, pavement maintenance etc. Extend support to Chinatown and other schemes in Carnaby/Seven Dials (e.g. Lisle Street, Broadwick St and Earlham St.)</li> <li>Continue to investigate opportunities to mentor big business in the estate and improve their community engagement.</li> </ul>	Shaftesbury