

Environmental and Sustainability Policy

Version number	Purpose/Change	Lead	Review date	Next review
3	Annual review	Sarah McCarthy	28.03.3023	Mar 2024
2	Review and doc control	Gina Gatty	07.03.2022	Mar 2023
1	In place	Sam Wilson	Feb 2021	Feb 2022

The Company recognises that as with all human activity, its operations may affect the environment. It is therefore the responsibility of the Company in both the short and long term to protect the environment as an integral part of good business practice and promote sustainability in line with our key principles and objectives.

In order to implement this policy, the Company is committed to the following:

- prevent pollution to land, water, and air,
- reduce waste and the use of non-renewable resources where reasonably practicable by
 - Default settings on photocopiers to black and white and double-sided printing,
 - Displaying posters by photocopiers asking staff to consider the need to print/copy documents,
 - Encouraging staff and learners to use their own re-usable cups/bottles when using the water dispensers,
 - Making use of recycling facilities wherever possible,
- make more efficient use of source energy by
 - using automated lighting in the Huddersfield centre which switches off if no movement sensed,
 - encourage staff to car-share or use public transport when appropriate,
 - reduce unnecessary travel by the use of conference calls and other communications technology where appropriate,
- to comply with, and exceed where practicable, all applicable legislation, regulations, and codes of practice,
- to integrate sustainability considerations into all our business decisions,
- to minimise the impact on sustainability of all office and transportation activities.

All employees are made aware of their individual obligations via inductions, regular communication, and team meeting.

This policy will be reviewed annually and should be read in conjunction with the Company Social Values Policy and Social Values Action Plan.