



Environment and Sustainability Policy

Introduction

It is essential that sustainable development and environmental management are at the core of activities in Heart of England Training and the company strives to be a contributor to society's efforts to achieve sustainability.

The company will manage and control its environmental risks in a sustainable manner by complying with relevant legislation and adopting, where appropriate, best practice.

Objectives

The objectives of this policy are to:

- ensure that all environmental risks are assessed, managed and controlled
- promote and adopt best practice within Heart of England Training
- keep staff and stakeholders informed on matters of the environment
- develop managers and staff by providing training and information on environmental management and sustainability
- establish environmental controls to set targets and indicators, measure environmental performance and report progress
- promote and adopt sustainable initiatives
- develop a sustainable procurement policy to ensure social, ethical and environmental scrutiny of products and services whilst achieving best value
- maximise energy efficiency, use of renewable resources and use of low carbon technology

- minimise waste generation and facilitate repair, reuse and recycling over disposal of wastes
- promote sustainable travel to and from places of work
- promote continual improvement in maintenance practices and establish sustainability guidelines for contractors working on new premises and refurbishment projects

The organisation continues its commitment to the environment which is very important to us and is valued by the people we employ and others we engage with. We are committed to the reduction of our carbon footprint and minimising our impact as a company on the environment.

Environmental measures include:

- energy and water saving targets set to reduce consumption
- maximising use of environmentally aware suppliers
- recycling plastic carrier bags
- recycling of printers and fax toners
- establish a centralised collection scheme for ICT waste
- shredding and recycling paper waste
- targets to reduce distances travelled by staff

This policy is reviewed annually by the company directors.

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Prepared by: Directors

Approved by: Governors

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