

Environmental and Sustainability Policy

Table of Contents

1.0	Purpose
1.1	Scope
2.0	Policy Aims
3.0	Environmental & Sustainability Factors
3.1	Paper
3.2	Energy and Water
3.3	Office Supplies
3.4	Transportation
3.5	Maintenance and Cleaning
3.6	Culture
4.0	Document Control
4.1	Version Control
4.2	Next Review Date
4.3	Document Authorisation

Environmental and Sustainability Policy

1.0 Purpose

We recognise that our economic, social, and civic responsibilities are central to our activities and that the core business and teaching operations have the potential to affect the environment, health and prosperity of our colleagues and learners and the communities in which we operate. We acknowledge our responsibility for environmental protection and aim to contribute to the national commitment to sustainable development and reduction where possible of our carbon footprint.

This Policy is in accordance with the Environment Act 2021 and associated acts across the UK Environmental (Wales) Act 2016, The Public Services (Social Value) Act 2012 and all other relevant legislation, and associated updates.

1.1 Scope

This policy applies to all Talented Training Ltd sites and activities.

The Managing Director is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

2.0 Policy Aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.
- Encourage learners to actively participate in environmental projects.
- Promote employment and economic sustainability – tackle unemployment and facilitate the development of skills.
- Promote equality and fairness – target effort towards those in the greatest need or facing the greatest disadvantage and tackle deprivation.
- Keep operating policies, programs, and resources in place to implement our Environmental and Sustainability Policy.

3.0 Environmental & Sustainability Factors

We endeavor to follow the best practices below.

3.1 Paper

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.

- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

3.2 Energy and Water

- Reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.
- The energy consumption and efficiency of new products will be considered when purchasing.
- Lower the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.

3.3 Office Supplies

- Purchase from environmentally friendly suppliers, preferably from local or near local suppliers wherever possible
- Include sustainable requirements in new contracts where possible
- Avoid products that require non-renewable resources or polluting substances in their manufacture
- Procure products that are minimally packaged
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.

3.4 Transportation

- Reduce the need to travel, restricting to necessity trips only.
- Promote the use of travel alternatives such as e-mail or video/phone conferencing.
- Make additional efforts to accommodate the needs of those using public transport or bicycles.
- Favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

3.5 Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- Only use licensed and appropriate organisations to dispose of waste.
- Purchase cleaning materials that are harmless to the environment and biodegradable

3.6 Culture

- Involve staff in the implementation of this policy, for greater commitment and improved performance.
- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- Provide staff with relevant environmental training.
- Collaborate with suppliers, contractors, and sub-contractors to improve their environmental performance.
- Use local labour and materials where available to reduce CO2 and help the

community.

4.0 Document Control

Below is the change history and document 'sign off' information.

4.1 Version Control

Record of Amendments		
Version Number	Date of Issue	Detail of Change
V1.0	Apr 2023	Policy Re-write and issue.
V2.0	May 2024	Policy update.
V3.0	May 2025	Policy review & update.

4.2 Next Review Date

The next scheduled review of this document will be May 2026 or earlier if there is a need for an additional review.

4.3 Document Authorisation

Document Authorisation		
Name and Position	Signature	Date
Laura Jambawai Quality and Adult Skills Lead	LJambawai	20 May 2025