

## ELA TRAINING SERVICES

# Environmental Sustainability Policy

### Key Elements

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This document sets out the responsibilities and expectations for all staff at ELA Group in relation to safeguarding and promoting the wellbeing of the environment

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Implementation is monitored by the Director with responsibility for Environmental Sustainability supported by the Managing Director

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## Mission statement

The ELA Group recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

## 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.

## Our Commitment

- To create a culture where environmental considerations are at the forefront of decision making
- To provide environment training and development opportunities to all staff
- To promote environmentally friendly practice in the workplace and the learning environment
- To understand and balance the environmental, social and economic impacts of the decisions we make.
- To take a long-term perspective in all that we do.
- To ensure a 'whole company approach' to sustainable development and support the development of sustainable communities.
- To achieve continual improvement, through setting objectives and targets, and through monitoring and review.

- To manage our resources carefully, reducing the environmental impact of our activities.
- To engage with our community, partners and stakeholders to enhance our excellent links with the communities within which we operate.
- To regularly review all our practices and procedures to ensure compliance with legislative requirements

## Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

## Energy and water

- We will seek to 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 taken into account when purchasing.

## Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

### Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.

### Waste, Maintenance and cleaning

- We will dispose of our waste using a registered approved waste collector
- We will observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations (and in particular, to ensure that WEEE is not mixed with general waste and is disposed of legally)
- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

## Monitoring and improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

## Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

## Responsibility and Implementation

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors. The Directors will ensure that they and their staff operate within this policy and arrangements. The Directors will ensure that, where possible:

- All their staff are aware of the policy and the arrangements, and the reasons for the policy
- Decisions will be made based on minimising environmental impact
- Proper records are maintained
- New environmentally friendly and sustainable working practice will be identified
- Staff will be encouraged to share their own ideas on effective working practices relevant to this policy.

All members of staff will be expected to take responsibility for minimising the environmental impact of their actions. For example (this is not an exhaustive list):

- Considering whether printouts are required, or where electronic version will suffice
- Considering use of electronic presentations, rather than handouts
- Considering whether journey by car is required, or could be replaced by car sharing or utilising technology (conference call for example)
- Ensuring lights, laptops, PCs, and monitors are switched off when not in use
- Including and promoting environmentally friendly messages within their areas of delivery.

## Training

- Training (including the requirements of this Policy) will be covered during staff and learner inductions
- A series of regular briefing sessions will be held for staff on environmental issues
- Training will be provided for managers on this policy and the associated arrangements
- Records of training will be maintained.

Adoption Date	Updated	Review Date	Director
10/2018	03/2020	03/2021	Chris Kistan

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