



Educ8 Environmental Sustainability Policy 2023-2024

Document version control

Document title:	Educ8 Environmental Sustainability Policy
Document status:	Final
Version number:	6.8
Date:	28/09/2023
Author:	TON
Approved by:	SMT
Classification:	Unclassified
Review date:	01/09/2024

Educ8 Group Ltd
Environmental Sustainability Policy

Purpose

The purpose of this policy is to provide direction to the Educ8 Group ('Educ8') incorporating Haddon Training on the promotion, integration, management, review and evaluation of Environmental Sustainability within all aspects of the organisation.

Definitions

Educ8 identifies **environmental sustainable development** as:

"Meeting present needs without compromising the ability of future generations to meet their own needs".

Sustainability is a process of ensuring the wise use of all resources within a framework in which **environmental, social and economic** factors are integrated.

Scope

This policy covers all organisational activities of Educ8 and its sub-contractors. This policy applies to all employees, learners, employers and sub-contractors of Educ8 whilst indirectly providing direction and awareness to the wider community and partner organisations.

Legal framework

Educ8 is fully aware of its legal obligations within the legal framework and is committed to meeting our compliance obligations including legislative and voluntary commitments made.

Policy statement

Educ8 will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all of its activities, and through its influence over others. The organisation will review each of its policies, programmes and services, and act wherever necessary to meet the standards set out in its policy.

The Board of Directors have committed the organisation to the effective implementation and the operation of the Environmental Management System (EMS) and as such have committed the necessary resources to permit this. Moreover, Educ8 Board of Directors commit to a full annual review of the environmental management system, which will be recorded and signed off each year.

The main environmental impacts of the business include energy usage, the disposal of waste and transport impacts. In recognising these impacts, we have made a commitment to continual environmental improvement and to pollution prevention. We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention guidance and environmental best practices in all we do.

In recognising these impacts, through demonstration of continual environmental improvement and a commitment to pollution prevention, Educ8 will:

- Integrate environmental management into all organisational activities
- Guarantee compliance with all relevant local, national and international legislation and regulations
- Ensure all learners, employers, and staff, including contractors, actively support our environmental programmes

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- Communicate our environmental policy and ecocode effectively to all interested, both internal and external parties.
- A commitment to achieving continual improvement in our environmental performance and preventing pollution.
- The minimisation of materials, water and energy usage in all operations.
- The safe disposal of waste where reuse or recycling is not economically viable.
- The provision of appropriate resources and the necessary training for staff, to ensure that they are able to fulfil the commitment given in this policy.
- Review modes of transport and will promote alternative sustainable forms of transport where practical.
- Actively support and encourage biodiversity of our sites and surrounding areas.
- Include environmental management and issues in our staff induction programmes, meetings and learners training. Also engage with the community and bring sustainability issues across to them.

Waste Management

Educ8 recognises it has a role in furthering and improving the management of all waste via:-

- Encouraging all staff and customers to use less, then re-use and only then recycle
- Longer term, only dealing with suppliers that have sound environmental systems in use
- Linking with all suppliers to encourage the use of unnecessary packaging.
- Encourage all staff to recycle all office waste materials, ie, office waste paper, ink and toner cartridges, bought in catalogues and leaflets, aluminium cans, plastic bottles
- Using only approved / registered waste carriers to handle waste materials
- Use email and Microsoft Teams for all internal communications to reduce the usage of paper
- Monitor the types and quantities of waste to where savings can be made

Sustainable Procurement

Educ8 recognises it has a vital role in furthering sustainable development, through its procurement of offices, goods and services. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations. Educ8 will therefore strive to:-

People, Education & Awareness:

- Communicate the sustainable procurement policy to all staff and suppliers

Policy and Communication:

- Consider the cost / benefit of environmentally preferable goods & services as viable alternatives
- Investigate opportunities for recycling & re-use of materials where suitable / appropriate
- Investigate the impact of Educ8s expenditure on goods / services to identify the potential environmental impact
- Work in partnership with suppliers and other organisations to improve sustainable procurement
- Raise awareness of the Ecocode with Employers and other stakeholders where necessary
- Assess the environmental risk to Educ8 with a commitment to continually improving sustainable performances

Procurement Processes

- Promote best practices for sustainable procurement
- Ensure that suppliers environmental credentials are, where possible, considered when the supplier evaluation / approval process is completed
- Specify, where possible, the use of environmentally friendly goods and services
- Ensure that consideration is given within all specifications for suppliers to submit offers /

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quotes for environmentally friendly alternatives

Engaging Suppliers of Goods & Services

- Educate our suppliers of goods / services regarding the Educ8 environmental sustainability policy
- Work with our key suppliers to make sustainability improvements

Energy Management

Educ8 recognises it has a role in furthering and improving energy management via:-

- Controlling activities when systems are not in use, ie, switch off at night
- Consider the use of sensor-based lighting systems
- Promote the use of low energy light bulbs at all premises in use
- Encourage staff to use water on when needed
- Promote the use of low energy heating equipment
- Consider the use of Solar panels on all roofing areas under the direct control of Educ8
- Monitor all energy usage via spreadsheet on a monthly basis to consider where improvements can be made
- Review the Maintenance of all water-based appliances to prevent wastage, ie, all leaking taps are repaired

Travel and Transport

Educ8 recognises it has a role in furthering and improving the efficiency of work based transport and travel and aims to promote the benefits of fuel efficient motoring and increase awareness of alternative modes of transport, in particular for employees via:-

- Encouraging car sharing, where more than one person is visiting
- Arranging effective meetings preventing duplication
- Consider the use of online communication platforms e.g Moodle, Microsoft teams for meetings and teaching & learning with staff, learners and employers
- Reviewing workloads to minimise unnecessary travel
- Providing information on local & national transport links
- Reviewing fuel types of vehicles used by all staff and encourage them to purchase more environmentally fuel efficient modes of transport

Refurbishments

Educ8 acknowledge that for any new building or building refurbishments undertaken, due consideration will be given to protecting and conserving biodiversity.

Educ8 will plan to manage the impact on the whole environment and where possible the use of sustainable materials to be considered.

Strategic aims

Educ8 and its sub contractors has developed eight strategic aims which will be monitored on an annual basis and three key objectives and targets.

- To actively promote and maintain a positive commitment to environmental sustainability
- To ensure that all key staff, learners, employers, customers, suppliers and sub contractors are aware of and comply with the organisational environmental policy
- Provide necessary and appropriate resources to effectively implement the organisations environmental policy
- Provide systems and procedures to ensure objectives and targets have been met in order to

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improve environmental management and performance and reduce environmental impacts

- Reduce the impact arising from the consumption of energy, transport, the generation of waste and the consumption of office materials
- Reduce, Re-use, Recycle, Reconsider, Refuse
- To ensure environmental good practice through the implementation of an Environmental Management System that meets the requirements of the Green Dragon Environmental Standard™ whilst also supporting government policy for sustainable development
- To work with the local community, public and private sector organisations to promote environmental awareness and sustainable development

Objectives and Targets

- Reduce energy consumption by 5%
- Minimise waste and increase recycling
- Reduce Co2 emissions from vehicles by 1% by increasing the use of online learning

Responsibilities

The Board of Directors have responsibility for:

- Ensuring Educ8 fully meets its legal requirements.
- Ensuring effective implementation and monitoring of this policy and continuous improvement.
- Ensuring the policy is continuously reviewed and that all employees receive adequate training.

The senior management team have responsibility for:

- Providing a consistently high profile lead on all issues contained within the policy
- Ensuring all aims and objectives of the policy are effectively implemented
- Ensuring all employees are fully aware of their individual and collective responsibilities.
- Providing appropriate training and development activities to ensure employees have the skills and knowledge to support this policy
- Ensuring that appropriate action is taken against anyone found to be in breach of the content of this policy

Managers have responsibility for:

- Proactively communicating commitment to this policy to sub-contractors, learners, employers, employees and external stakeholders.
- Ensuring consistent behaviours and standards from all employees.
- Ensuring their team members are made aware of their responsibilities and are provided with appropriate training and support.
- Ensuring compliance with Environmental Sustainability related accreditations and maintain the required levels of governance.
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

All employees have responsibility for:

- Ensuring that environmental sustainability is effectively integrated into the professional practice of teaching, research and service delivery.
- Maintaining an awareness of environmental sustainability by attending employee development programmes.
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

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All learners have responsibility for:

- Taking equal responsibility in ensuring that we engage in an environmentally sustainable learning environment
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

Implementation

The Educ8 board will take full responsibility for implementing this policy using the following methodology:

Organisational Commitment and Leadership – Educ8 is committed to Environmental Sustainability through the adoption of socially responsible business practises and effective governance. These practises will include a robust and accredited Environmental Management System and other related external accreditations.

It is the belief of Educ8 that its sub-contractors and their respective staff should act as role models for learners and employers and take every opportunity to positively promote the benefits of Environmental Sustainability.

Stakeholder and Community Partnerships – Educ8 is committed to improving the work-based learning sector with regards to Environmental Sustainability. The organisation will seek to support groups of providers and stakeholder organisations in best practise sharing, dialogue initiation, promotional activities, partnership working and employer awareness.

Opportunities are sought to engage with local community, public and private sector organisations to maximise knowledge sharing and efficient resource utilisation within the sector. Effective engagement will be sought with other providers and stakeholders with a view to overall sector improvement to the benefit of learners.

Appropriate training and development activities will be provided to ensure employees are equipped with the skills and knowledge to fully implement this policy.

Communication

This policy will be made available in hard copy or electronic format.

Training activities will be introduced to ensure all employees are fully conversant with the content of this policy.

Employers and learners will be provided with access to this policy in electronic and hard copy formats at the start of the training programme.

Complaints

All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the Educ8 Complaints Policy

Monitoring and review processes

This policy will be reviewed, via the SMT, on an annual basis to ensure it continues to meet the needs of the business.

Data and performance targets associated with this policy will be reviewed on an annual basis as part of the Environmental Management System review.