

# Sustainability and Environmental Policy

Version 4

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Queries to be directed to:	Lisa Appleton-Learning and Skills Manager
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This policy will be reviewed on an annual basis, or earlier if changes are necessary. Trade Techs reserves the right to amend this policy, following consultation, where appropriate.

Date created:	April 2018
Date of last review:	May 2022
Date of next review:	May 2023

## **1. Sustainable Development Policy statement**

The policy aims to outline any environmental commitments and awareness of the social obligation Trade Techs has in its trading.

Trade Techs is committed to the promotion of any environmentally sound practice, preserving natural resources and preventing environmental pollution in all dealings.

## **2. Objective and Commitment of this policy**

This policy aims to promote the concept of all sustainable developments in all Trade Techs communications to other persons, ensuring current needs can be surpassed without compromising the ability of future generations to succeed, In addition to environmental protection. Trade Techs commitments extends to all activities, endeavouring to prevent environmental damage; minimising energy and resource usage and ensuring the principles of sustainable development are operated throughout all operations.

*Trade Techs will therefore be committed to:*

- Minimise and where reasonably practicable eliminate any adverse impact on the environment arising from the activities of the business
- Minimise the use of energy, resources consumed and waste produced, whilst maintaining a professional and safe working environment
- Support the reuse and recycling of materials, emphasised by the development of our recycled product options
- Ensure the legal disposal of all wastes arising from the activities of our business.
- Comply with, and wherever possible exceed the environmental requirements of appropriate legislative bodies and our customers
- Minimise the use of non-renewable resources, hazardous chemicals and other pollutants, in favour of using eco-friendly products and material alternatives.
- Ensure all staff are provided with appropriate and adequate information and training and are competent in all environmental matters
- Inform and train our staff to understand and fulfil their environmental responsibilities to the company.
- Establish and measure the environmental performance against objectives, which will identify significant environmental aspects and impacts from current and past activities. Ensuring mistakes are rectified and appropriate changes made.
- Continually improve our environmental performance

## **6. Principles**

The four objectives for sustainable development, recognised by the UK Government are:

- Social progress and equality
- Environmental protection
- Conservation of natural resources
- Stable economic growth

It is, therefore, our legal and moral responsibility to ensure all our activities prevent damage to the environment. We seek to sustain and enhance the environment and encourage our customers, colleagues and suppliers to adopt a similar stance.

An environmental management system has been developed to ensure the potential impact of all the activities that are identified, assessed and satisfactorily mitigated.

#### **4. Requirement**

##### *Environmental Management System*

An Environmental Management System is a continual cycle of planning, implementing, reviewing and improving the processes and actions and undertakes totally in meeting its business and environmental goals

This is achieved by:

*Environmental management:* ensuring the environmental aspects and impacts of our activities are monitored from the highest level, minimising environmental damage.

*Environmental responsibility:* All staff have clearly defined responsibilities and are adequately trained, motivated and confident within their roles.

*Environmental objective:* Initiatives to support sustainable development will be identified and implemented locally.

##### *Environmental promotion*

All staff will undertake environmental training. Staff are always to be environmentally aware, reporting any unsatisfactory conditions or improvements to management to ensure continual changes can be made. How we undertake our business will be reviewed on a regular basis to consider alternative ways of working that may positively contribute to the sustainable development of the environment. We will perform and promote:

- recycling of used resources
- rethinking the way business is conducted
- reusing resources wherever possible
- reducing energy and resource use

#### **5. Environmental Policy**

Minimise and where reasonably practicable eliminate any adverse impact on the environment arising from the activities of business:

- Purchase paper, subject to quality and price, which contains the highest proportion of recycled material.
- Avoid use of coated/glossy papers where alternatives exist as such materials require greater resource use and prove difficult to recycle
- Refuse sacks should be made from 100% recycled plastics
- Replace metal office waste bins when broken and resource bins and liners made from 100% recycled plastics
- Avoid the purchase of plastic products where a more environmentally friendly option is available, e.g. recycled, and as a minimum, card lever arch files should be purchased and not plastic PVC ones.

- Disposable plastic products should not be purchased, where longer lasting and reusable alternatives are available.
- Energy should be saved at every possible opportunity; lights should be switched off when feasible in addition to closing windows and doors to reduce expenditure on heating.
- Educate, train and motivate employees to monitor and assess the activities of themselves and others to ensure continuous improvement can be achieved.
- Modify the marketing and use of products or services or the conduct of activities, consistent with current scientific and technical understanding, to prevent serious or irreversible environmental degradation
- Purchase re manufactured or refilled toner and ink-jet cartridges for the ink-jet printer, reusing and recycling them.

To advise, and where relevant educate, our learners and employers in the safe use and disposal of products, achieved via the promotion of recycled products in addition to ideas and information presented.

*Minimise the use of energy, resources consumed and waste produced, whilst maintaining a professional and safe working environment:*

- Replace disposables with reusable or recyclables where applicable. Ozone depleting substances should be avoided at all costs
- The generation of sources of noise pollution will be monitored and reduced
- Develop and provide products or services that have no undue environmental impact and can be recycled, reused or disposed of safely
- Develop and promote the use of recycled products to our customers
- Disposable plastic products should not be purchased, where longer lasting and reusable alternatives are available
- Energy should be saved at every possible opportunity; lights should be switched off when feasible in addition to closing windows and doors to reduce expenditure on heating
- Purchase re-manufactured or refilled toner and ink-jet cartridges for ink-jet printers and fax machines, reusing and recycling them

*Support the reuse and recycling of materials:*

- Conduct research on the environmental impacts of raw materials, products and processes associated with the company, and on the means of minimising such adverse impacts. Where possible this will be supported by visiting relevant companies and organisations.
- Purchase re-manufactured or refilled toner and ink-jet cartridges for ink-jet printers and fax machines, reusing and recycling them.
- Disposable plastic products should not be purchased, where longer lasting and reusable alternatives are available.
- Purchase paper, subject to quality and price, which contains the highest proportion of recycled material.
- Avoid use of coated/glossy papers where alternatives exist
- Refuse sacks should be made from 100% recycled plastics
- Office waste bins and liners made from 100% recycled plastics

- Avoid the purchase of plastic products where a more environmentally friendly option is available, e.g. recycled card lever arch files should be purchased and not plastic PVC ones

*Ensure the legal disposal of wastes arising from the activities of our business:*

- All waste will be disposed of in accordance with the guidelines laid down within the Environment Agency's decree, specifically: All waste is handled, recovered and disposed of responsibly. waste will only be handled, recovered or disposed of by individuals or businesses that are authorised to do so
- As laid down within the Department for Environment, Food and Rural Affairs (Defra) guidelines: waste will be stored safely and securely in order to prevent pollution, contamination or harm to others
- The collection, storage and removal of wastes from the company will, as far as reasonably practicable be undertaken in accordance with the Code of Practice for 'Duty of Care in Waste Management' outlined in the Special Waste Regulations 1996 and the Environmental Protection Act 1990 and the Environmental Amendment Act 2018

*Comply with, and wherever possible exceed the environmental requirements of appropriate legislative bodies and our customers:*

- To recognise environmental management as among the highest corporate priorities and as a key determinant of sustainable development to establish policies, programmes and practices for conducting operations in an environmentally sound manner
- The collection, storage and removal of wastes far as reasonably practicable be undertaken in accordance with the Code of Practice for 'Duty of Care in Waste Management' outlined in the Environmental Protection Act 1990 and the Environmental Amendment Act 2018

*Minimise the use of non-renewable resources, hazardous chemicals and other pollutants, in favour of using eco-friendly product and material alternatives:*

- Develop, design and operate facilities and conduct activities taking into consideration the efficient use of energy and materials, the sustainable use of resources, the minimisation of adverse environmental impact and waste generation, and the safe and responsible disposal of residual wastes
- Purchase paper, subject to quality and price, which contains the highest proportion of recycled material
- Avoid use of coated/glossy papers where alternatives exist as such materials require greater resource use and prove difficult to recycle
- Refuse sacks, office waste bins and liners should be made from 100% recycled plastics
- Avoid the purchase of plastic products that are not environmentally friendly
- Disposable plastic products should not be purchased, where longer lasting and reusable alternatives are available
- Purchase re-manufactured or refilled toner and ink-jet cartridges for ink-jet printers and fax machines, reusing and recycling them