

## Sustainability Policy

Statement:

The Skills Centre Ltd is committed to minimising our impact on the environment through the way we conduct our business, the processes we implement, supporting training and office premises to deliver in a low-negative-impact way and through providing advice to partners and contractors.

As a training and support organisation we recognise the responsibility we have to use our influence to improve sustainability among all of our stakeholders. In particular, we discharge this duty among learners, enabling them to make a positive contribution to environmental improvements. As a specialist green construction provider we have an additional responsibility, and ensure that all courses include green content.

### 1. POLICY

It is the policy of The Skills Centre Ltd to promote the management of environmental sustainability throughout the organisation. The Skills Centre Ltd aims to follow and promote good sustainability practice, to reduce the negative environmental impacts of all our activities and to help our clients and partners to do the same.

The Skills Centre Ltd will support the environmental thematic objectives of ESIF programmes. ESF and ERDF have 11 thematic objectives, and The Skills Centre Ltd will target the following:

4. Supporting the shift towards a low-carbon economy in all sectors;
5. Promoting climate change adaptation, risk prevention and management;
6. Preserving and protecting the environment and promoting resource efficiency.

#### a. Principles

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To ensure that all learners are aware of our Sustainability Policy, and receive information on how to make positive environmental changes in their lives and on site.
- To minimise the impact on sustainability of all office and transportation activities.

- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performances.

b. Practical Steps

In order to put these principles into practice we will:

Travel and meetings

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option, which may involve travelling by car or air. Where the only practical alternative is to fly, we will include costs for full airfares rather than budget airlines in our financial proposals, and appropriate offsets.
- Avoid physically travelling to meetings etc where alternatives are available and practical such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by double-sided all paper used, and identifying opportunities to reduce waste.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Purchase electricity from a supplier committed to renewable energy. Seek to maximise the proportion from renewable energy sources, whilst also supporting investment in new renewable energy schemes.
- Purchase fair-trade and/or organic beverages.

Working practices and advice to clients

- Ensure that any associates that we employ take account of sustainability issues in

- their advice to clients.  
• Include a copy of our Sustainability Policy in all our proposals to clients.

Originally drafted: 01/04/2019

Last reviewed: 11/11/2021

Next review date: 11/11/2022

## Implementation Plan

**Owner:** Environmental Lead

**Drafted Date:** 1<sup>st</sup> April 2020

**Review:** 11<sup>th</sup> November 2021

**Next review :** 11<sup>th</sup> November 2022

Category	Action	Lead	Progress
1. Energy management	<p>1.1 Efficient operation of centre heating and cooling, including servicing equipment according to schedule and trickle heating</p> <p>1.2 Invest in energy-saving equipment and techniques including lightbulbs and default-off equipment</p> <p>1.3 Training for staff to recognise energy waste and take appropriate action</p> <p>1.4 Appoint green energy supplier for all centres</p> <p>1.5 Measure baseline of electricity usage and set improvement target</p> <p>1.6 At end of natural life, replace electrical equipment with minimum A+++/C rated (from 2021) appliances</p>	<p>Sustainability Lead</p> <p>General Manager</p> <p>Facilities Manager</p>	Ongoing, achieved (green energy supplier)
2. Waste management	<p>2.1 Implement waste hierarchy (reduce, reuse, recycle)</p> <p>2.2 Provide recycling points in every centre for organic waste, metal, cardboard and paper,</p>	<p>Sustainability Lead</p> <p>General Manager</p>	Achieved, improvements ongoing

	<p>plastic; training for staff on utilising them</p> <p>2.3 Implement IT and furniture reuse through community schemes NFS and EL</p> <p>2.4 Appoint waste management company with focus on recycling</p> <p>2.5 Replace paper towels with automatic hand dryers</p> <p>2.6 Further training for staff on using electronic communications and low-paper options</p>	Facilities Manager	
3. Water management	<p>2.1 Install low-flow toilets or hippos in all centres</p> <p>2.2 Install water meters in all centres</p> <p>2.3 Ensure all taps are working efficiently and include automatic switch-off</p> <p>2.4 Measure baseline of water usage and set improvement target</p>	<p>Sustainability Lead</p> <p>General Manager</p> <p>Facilities Manager</p>	Achieved (installations), ongoing checks
4. Transport	<p>4.1 Staff and learners, as well as those meeting at centres, advised on public and sustainable transport options including cycling and walking</p> <p>4.2 No car allowances paid</p> <p>4.3 Where car travel is the most efficient option, promote electric car use and carshare options</p>	<p>Sustainability Lead</p> <p>General Manager</p> <p>Director</p>	Ongoing

	4.4 Install cycle parking areas in all centres and secure storage where feasible		
5. Contractors and consultants	5.1 Advise all those working for The Skills Centre on this Sustainability Policy and Implementation Plan, provide copies  5.2 Monitor compliance with Policy and Plan	Sustainability Lead	Ongoing
6. All areas	6.1 Staff training on Sustainability Policy and implementation, including annual review revisions  6.2 Sustainability Lead walking tours of all centres to check implementation, minimum quarterly  6.3 Promote homeworking where this is the most sustainable and efficient option, provide advice on sustainability in the home	Sustainability Lead	Ongoing
7. ESF-specific	7.1 Provide green course content to all learners, embedding sustainability in learning  7.2 Ensure learners are prepared to be green champions when entering work on site, including being able to identify improvements in waste disposal and advise on energy saving  7.3 Deliver against well-evidenced green construction needs as requested by employers  7.4 Provide copies of this Policy and Plan to all appropriate	Sustainability Lead  General Manager  All ESF staff	Ongoing over life of project 2021-2023

	stakeholders and ensure they understand their roles within it		
	7.5 Take baseline measurements for emissions for ESF training centres and implement improvements		