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## **Sustainability and Environmental Policy November 2018**

Policy Group: Health, Safety and Environment

Policy Number: 2.4

Policy Title: Sustainability Policy

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Date of Current Version: November 2018

Review Date: November 2019

Approved By:

This document is issued and controlled by the Director of Performance and Development and can only be modified after proposed modifications have been accepted by the Company Directors.  
The latest version will be maintained on the company S:Drive under Policies and Procedures.

**Document Control**

**Revision History**

<b>Issue</b>	<b>Date</b>	<b>Changes</b>	<b>Reviewer</b>
02	November 2018	Reviewed to reflect changes in policy for move to the new head office	Mark Fletcher – Health and Safety Manager

**Document Approvers**

<b>Name</b>	<b>Position</b>	<b>Date</b>	<b>Comments</b>

# Environmental Policy Statement

## Aims and Objectives

### Environmental Management

- To promote sound environmental management policies and practices throughout the company.
- As a minimum, to comply with the requirements of relevant legislation.
- To reduce and, where practicable, prevent pollution.
- To ensure a sound understanding of current environmental performance.

### Water

- To make efficient and environmentally responsible use of water, including where feasible identifying opportunities for water reuse.

### Procurement

- To work with suppliers to promote sustainable resource management practices.

### Waste Reduction and Recycling

- To set and achieve targets for reducing resource use across the company.
- To minimise the adverse environmental impacts of the decommissioning and disposal of company assets.
- To increase the rate of recycling of all appropriate materials from waste generated by company procedures and undertakings

### Transport

- To implement sustainable transport practices across all activities within the business including the use of sustainable modes of travel for staff.

### Awareness and Training

- To communicate internally and externally the company's environmental objectives and performance.
- To raise awareness of staff and learners of the environmental impact, activities and performance and good practice.

## 1. Purpose

To outline Learning Curve Group's commitment to promoting sustainability and providing a commitment to environmental protection.

## 2. Scope

The policy applies to all employees and appropriate stakeholders.

## 3. Introduction

Learning Curve Group is committed to promoting sustainability. Our commitment to the environment mirrors our overall Corporate Social Responsibilities, and we ensure that we reduce our impact on the Earth's resources wherever possible. Concern for the environment and promoting a broader sustainability agenda are integral to Learning Curve Group's professional activities and the management of the organisation. We aim to follow and promote good sustainability practice, reduce the environmental impacts of all our activities, and help our clients and partners do the same.

## 4. Key Policy areas

**Energy and Water** – we will endeavor to use energy and water efficiently in all of our operations. Wherever possible energy will be sourced from green energy suppliers or from renewable sources. Water consumption will be managed by use of energy efficient equipment and staff awareness. Energy use will be monitored across the company on a regular basis with staff able to discuss areas of improvement.

**Pollution from waste** – all waste streams from our offices will be segregated at source and recycled by third party suppliers to ensure that pollution is kept to a minimum. Environmentally friendly cleaning products are employed across offices wherever possible.

**Transport** – we will introduce alternative means of communication that employees can utilize to minimise the impact vehicles have on the environment from business travel including video conferencing or web cams and ensure efficient timings of meetings to avoid multiple trips. We also encourage the use of more sustainable modes of travel wherever possible and promote car share and cycle to work schemes.

**Purchasing and Contracts** – Where possible we will use our purchasing power to only work with companies who are committed to a positive environmental impact from their undertakings.

## 5. Environmental Performance

Learning Curve Group will endeavour to exceed the requirements of relevant environmental legislation and will:

- Improve staff and learner awareness on environmental issues across all areas;
- Utilise a purchasing policy which focuses on using products and services which cause the least harm to the environment;
- Continue to reduce the consumption of primary raw materials (including gas, water and energy) and seek to promote energy efficient measures, recyclable components and renewables sources wherever possible;

- Implement long-term waste management plans to reduce overall waste production and markedly increase recycled waste streams
- Encourage and facilitate sustainable modes of transport across all areas of the company;
- Further lessen the need for our staff to travel by supporting alternative working arrangements, including home working etc.
- Encourage clients to adopt a digital sign-off process wherever practical, to reduce paper and mile age during this stage of production.
- Use couriers where practical, to avoid single-delivery journeys.

## **6. Reporting on Performance**

The company Health and Safety Manager will report to the executive team on an annual basis on environmental performance. The Health and Safety Committee will also be responsible for formulation of environmental policies, and specific policies for identified issues and accompanying guidance:

- ensuring the Environmental Policy is meeting its aims and reporting on targets;
- taking appropriate action where standards are not being met;
- regular review of the effectiveness of existing policies.

## **7. Relevant Supporting Documentation**

Learning Curve Group Health and Safety Policy  
Environmental and Social Governance Action Plan  
Social Value Policy