

 Sustainability Policy

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Person/s responsible: SLT, all management and staff

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## Policy Statement

Netcom Training promotes activity that supports good sustainability practice to reduce any adverse impact on the local and wider environment. As a minimum, it will comply with legal and regulatory requirements. It is committed to working with stakeholders and partners to share any best practice and taking steps to implement appropriate measures, where reasonably practicable to assist carbon/energy reduction. It encourages economic activity that involves local sourcing and business and responsible practice and minimise the impact of travel activities. All employees and business associates will be made aware of the company policy and informed that sustainability considerations will form part of business decision making. The company will review and strive to improve its sustainability performance. Learners are expected to engage positively in the ethos of the company’s commitment to environmental sustainability and it is incorporated into the delivery of the curriculum.

## Waste management

All staff are encouraged to make use of digital communication to share information to reduce the dependency on printed paper documents, thereby helping to avoid unnecessary wastage of resources. The business is committed to effective waste management procedures to minimise consumption and avoid the unnecessary usage of utilities such as heating, lighting and water. Recycling is positively encouraged and facilities are on site to support this. The company is aware of its obligations under the WEEE Regulations 2019 to ensure that all electrical and electronic equipment is recycled or disposed of safely. Every effort is made to protect the local environment by preventing pollution and discharges to air, land and water. Consideration will be given to the purchase of products and the use of suppliers that minimise negative environmental impacts, subject to budgetary constraints. Litter is actively discouraged and general good housekeeping processes are in place. Nonhazardous or low risk rated cleaning products are in use and used and stored and disposed of safely to minimise risk to health and the wider environment.

## Energy Consumption

The business is committed to reducing power and energy use where at all possible. Electricity suppliers will be checked for “green” initiatives and power sources as part of the selection process to support the promotion of renewable energy. Heating systems will be serviced according to a schedule to ensure they are working efficiently and steps taken to limit or avoid their use when seasonal conditions apply and when business premises are empty. The use of natural lighting and ventilation is encouraged and all electrical equipment and non-emergency lighting is turned off at the close of business opening hours. Power strips are in use to reduce plug loads and prevent the overloading of sockets. Staff are encouraged to think about ways or reducing power consumption, for example not boiling more water in kettles than is necessary when making hot drinks, employing power saving features on computers and closing interior doors and windows in winter or during spells of cold outdoor temperatures.

## Travel Practices

Since the outbreak of the Covid-19 pandemic and following a gradual return to more normal business operation in 2022, learner recruitment and induction processes and the delivery of training have continued to be managed via a remote or virtual model.

Collectively, as a result of a change in business operating procedures and as an indirect consequence of lockdown due to the Covid-19 virus, there has been a significant reduction in travel to and from business premises. Approximately 50% of the workforce is now based in the workplace with the remainder considered to be able to continue to work remotely, either fully or partly without business performance and communication being affected unduly. This will have had and continues to have a positive impact on reducing carbon dioxide emissions. Learners are still able to access on site facilities where necessary for exams or face to face learning if required to balance the needs of individual learning requirements and overall quality of experience. They are encouraged, as are all staff to make use of public transport or other means of more sustainable forms such as bicycles where possible to limit the number of individual vehicles accessing the premises at any one time. The company is fully aware of the impact of the recently introduced Clean Air Zone in Birmingham and has supported staff in the application process concerning exemptions where permitted and schemes to assist the scrapping of non-compliant vehicles and/or upgrading to those that meet the emission standards. The business is also keen to raise awareness of government subsidies for the purchase of electric vehicles and grants for installing home charging points.

## Monitoring and review

The policy will be reviewed at least annually or in the light of significant changes to processes and/or legal/regulatory requirements. Any such changes will be communicated at the earliest opportunity to all relevant staff and other parties that may be affected.