

Policy and Procedure

Scope

This procedure applies to Itec Training Solutions Holdings Group and all employees thereof. Throughout this policy, any references to “the Company”, means the Itec Training Solutions Holdings Group and its subsidiaries and associated companies.

This policy applies to all employees, full-time and part-time, whether fixed-term, casual or permanent. This policy does not form part of any employee’s contract of employment, is non-contractual and we may amend it, without notice, at any time.

Purpose

The purpose of this document is to set out the company’s commitment to continual improvement within our environmental and sustainable business activities. Our business encompasses a variety of contracts, commercial and government funded, each delivered in line with the contractual requirements of the funding body. Our policy is designed to ensure a cohesive and coordinated approach to sustainable development across the business. The policy, procedure, and plan outline company’s commitments to reducing environmental impact, and the prevention of pollution.

Organisational Commitment

The company recognises its responsibility in maintaining activities that are sustainable. Our environmental practices are an integral and fundamental part of this commitment. We believe that practicing Sustainable Development makes good business sense and the company undertakes to act responsibly and ethically towards our employees, stakeholders, supply chain, and towards society and the environment. As a prime contractor, the company will encourage suppliers and contractors to minimise the environmental and social impacts of our supply chain.

The company recognises its main environmental impacts as paper, energy and travel use and are committed through our plan to proactively identify ways to reduce our environmental impact.

Responsibilities

The Board of Directors and Senior Management team are responsible for ensuring that this policy is fully and effectively implemented. The Health & Safety and Facilities Manager is responsible for recording, monitoring, reviewing, and reporting performance against the key strategic areas and action plan. All employees are responsible for supporting the business in effectively implementing its key sustainability and environmental strategies.

Policy Statement

The company is committed to innovation, to promote new standards of sustainable development and advance best practice as well as the highest standards of design, environmental sustainability, and construction.

The company is committed to sustainable development as a guiding principle to:

1. meet the requirements of compliance obligations, environmental legislation and comply with legal responsibilities
2. make a positive impact to the environment and local communities in which we work
3. maintain and develop the company in a sustainable manner
4. raise awareness, promote and adopt best practice within the business, actively encouraging new innovations
5. develop good working relationships with relevant external authorities and bodies
6. effectively communicate, provide advice and information for all staff, suppliers and contractors on environmental management and sustainability
7. protection of the environment, including preventing pollution from all sources and other environmental issues

Esther Barnes
HR Director



Date: 28th August 2024

Improvement Objective

At Itec is committed to continually assessing and reducing the environmental impact of our services, achieving net zero emissions by 2040, and halving emissions by 2030. Reducing our Greenhouse Gas (GHG) emissions brings significant benefits for us, our customers, suppliers and the wider community.

Environmental & Sustainability Procedure

Outlined below is an overview of how the company will achieve the key objectives outlined in our Environmental & Sustainability Policy

1. Meet the requirements of compliance obligations, environmental legislation and comply with legal responsibilities by
 - ensuring organisational policies and procedures updated in line with legislation.
 - adhering to and support government and contractual requirements requiring our subcontractors to do the same.
2. Make a positive impact to the environment and local communities in which we work by
 - providing opportunities for our employees and customers to improve their life chances through training and sustainable employment.
 - continuing to address our social responsibilities through our commitment to ensuring our employees and our customers have the motivation and opportunity to make a positive contribution to the local communities in which we work and live.
3. Maintain and develop the company in a sustainable manner by
 - maintaining systems for recording, measure and setting targets regarding recycling, waste, water and energy
 - minimising waste generation and facilitate repair, reuse and recycling over disposal of waste.
 - endeavoring to minimise transport related impacts through our travel plan, encouraging travel reduction or more environmentally friendly ways to travel for employees and visitors.
 - transitioning company vehicles to hybrid or electric
 - maximising energy and water efficiency
 - maintaining biodiversity and enhancing the company grounds
4. Raise awareness, promote and adopt best practices within the business, actively encouraging new innovations by
 - organisational commitment to a process of continual environmental improvement
 - raising awareness, promoting national awareness days
 - identifying and driving forward new initiatives
 - actively encourage new innovations and promote project-specific energy efficiencies to reduce the environmental impact of our programmes and business activities.
5. Develop good working relationships with relevant external authorities and bodies by
 - developing links with appropriate environmental bodies and associations
 - reporting any incidents as required
 - maintaining Green Dragon Award standards and accreditation

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6. Effectively communicate, provide advice and information for all staff, suppliers and contractors on environmental management and sustainability by
 - providing appropriate advice, information to staff, suppliers and contractors as required
 - providing information via employee representatives and raising awareness through newsletters and information
 - due diligence process and updates to subcontractors
 - considering environmental impact whilst achieving best value in purchasing process, encouraging use of local suppliers.
 - raising awareness and providing information as part of induction
 - promoting environmental sustainability topics with learners

7. Protection of the environment, including preventing pollution from all sources and other environmental issues by
 - commitment to report any pollution incidents.
 - environmental consideration within critical incident plan
 - commitment to carbon reduction

Reporting

To report any environmental incidents or environmental non-conformance refer to Elizabeth Williams, Health & Safety and Facilities Manager for further guidance.