South East Training Environmental and Sustainability Policy

This is the statement of general policy and arrangements for:	South East Training Network Limited Name of organisation
Overall and final responsibility for ensuring compliance with this policy is that of:	Tony Walton Name of employer
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	All associates engaged on an assignment for South East Training

GENERAL POLICY STATEMENT

South East Training (SET):

1. Seeks to minimise any adverse environmental impacts caused by its business activities

2. Encourages all associate consultants to adopt working practices and processes to minimise, and continually reduce, the production of waste and risk to the environment

3. Ensures that any waste it produces is disposed of in an environmentally sympathetic manner

4. Strives to conserve resources, preserve the environment and promote sustainability in the course of its own business activities

5. Makes this policy available to all associates with a view to encouraging environmental excellence

6. Complies with relevant environmental legislation

7. Complies with client environmental and sustainability policy and practices when operating on client premises.

Identification of Environmental Aspects

We assess that the environmental aspects of our operations that can have significant impacts on the environment and that we can control relate to our office/classroom based activities, specifically the use of paper and printing resources, and to travel to and from client sites.

Specific Measures Taken to Minimise Pollution and Adverse Environmental Impacts

We will, as a minimum, apply the following measures:

- Recycle all waste where appropriate facilities for recycling are available
- Minimise the use of non-recyclable products
- Dispose of all non-recyclable waste through appropriate waste treatment facilities
- Avoid printing documents where hard copies are not required
- Using double-sided printing to maximise the use of paper
- Reuse paper and other products such as binders in preference to using new paper/products where this is possible
- Minimise the use of printing ink by avoid block-colouring in documents
- Purchase from environmentally responsible organisations
- Use electronic means of communication in preference to post or courier services where possible
- Avoid unnecessary journeys
- Minimise the number of journeys required by holding virtual meetings, e.g. telephone calls, conference calls, Skype meetings
- Assess the viability of using public transport in preference to private vehicles for all essential travel
- Review this policy for adequacy and effectiveness periodically.

Signed: (Employer)	A.R. Walton	Date:	21/10/21	
Subject to review, monitoring and revision by:	Principal Consultant	Every:	12	months or sooner if work activity changes