



## Sustainability Policy

Effective from 1.1.20

Approved: Board of Directors

Responsible officer: Cordelia Singh

Next renew due: January 2022

## **Purpose**

To outline Skills4's commitment to promoting sustainability

## **Scope**

All employees and appropriate stakeholders

## **Policy Statement**

Skills4 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 Skills4's professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Certified companies are required to monitor supply chain conditions and integrate review procedures into their production operations. Skills4 uses this stock as opposed to other, less sustainable stock.

Where possible we aim to reduce, reuse and recycle all materials to minimise waste. We use environmentally responsible suppliers in order to minimise pollution, and we use energy as efficiently as possible. This is further outlined in our environmental policy.

## **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 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 performance.

### **Sustainable Education/Training**

Skills4 will:

- Promote learning that includes sustainable development.
- Endeavour to embed sustainability into existing curriculum areas.
- Encourage learners to actively participate in environmental projects.

### **Practical steps**

In order to put these principles into practice we will incorporate the following actions:

#### *Travel, transport and meetings*

- Walk, cycle and/or use public transport to attend meetings, site visits etc., where possible.
- 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.
- To decrease the need to travel to meetings and elsewhere, and facilitate regular client contact,
- Further lessen the need for our staff to travel by supporting alternative working arrangements, including home working etc.
- We encourage clients to adopt a digital sign-off process wherever practical, to reduce paper and mileage during this stage of production
- We use couriers where practical, to avoid single-delivery journeys

### *Purchase of equipment and consumption of resources*

- Minimise our use of paper and other office consumables, for example by double-sided 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.
- Lower the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Minimise the amount of packaging used when delivering the materials or mailshots wherever possible
- All packing materials are made of recycled materials
- Use FSC and recycled stock for our learning materials
- Inks used within the learning materials are all vegetable-based
- The printing plates are reused and recycled
- The print run process uses less waste, reducing paper, ink and energy consumption than traditional methods
- Look for every opportunity to lessen our water usage during print production.

### *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.
- Skills4 have a green group who's focus is on making and maintaining a greener more sustainable environment.

### *Waste Disposal*

- All waste ink, coating solvent and processor chemicals, along with the blankets, including the empty ink tins, are collected by a licensed company called Press Chem Ltd.
- Abiding by the COSHH regulations for disposal of chemicals. For Skills4 this in the main relates to disposing of printer toners.
- All waste paper is recycled

### **Relevant Supporting Documentation**

Health Safety & Environmental Policy  
Environmental Guidance  
Social Value Policy