



**Environmental and
Sustainability Policy
2023**

Policy Promotion and Engagement

All staff working for eVolve your future Ltd are required to read our policy documents and sign to confirm that they have done so.

EYF policies are reviewed annually unless there is a legislative or ethical reason for change to policy during the year. All colleagues are provided with an update document detailing any changes that have occurred following the last review. Each review is dated and version controlled. These changes are discussed in Team meetings with all staff and the understanding of these updates is also confirmed by a signature sheet.

Policies are in place to ensure that the company and it's staff are compliant with statutory legislation, partner regulations and the company specific requirements.

All relevant Policies can be accessed from the eVolve your future website, found at:

www.evolveyourfuture.co.uk

Learners are made aware of the availability of these policies when they are signed up to our courses.

Policies are available to partners on request.

1. Sustainability

We are committed to meeting, or exceeding, the requirements of applicable environmental laws and regulations as well as any other voluntary commitments to which we subscribe and will use systematic measurement, review and control programs in order to identify and minimise our impact on the environment.

We will develop, document and communicate the general principles and practices of our policy to our employees and to the general public and actively seek methods to prevent pollution at source, to continually improve our environmental performance and improve our systems to produce goods and services more efficiently.

We will seek wherever possible, methods to minimise wasteful use of energy and materials, to reuse energy and materials within our own processes and to recycle remaining waste products.

We will train our employees in the specific practices related to your own job role in order that you can promote the protection of the environment with learners and colleagues

We recognise that we have a responsibility to the environment beyond legal and regulatory requirements and are committed to reducing our environmental impact by continually improving our environmental performance, which is an integral part of our business strategy and operating methods and will encourage customers, suppliers and other stakeholders to do the same.

In doing so we will always endeavor to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.

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- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness through support and training.
- Involve employees in the implementation of this policy, for greater commitment and improved performance.
- Update this policy annually in consultation with employees and other stakeholders where necessary.
- Provide employees with relevant environmental training.
- Work with suppliers, contractors and sub-contractors to improve their environmental footprint and performance.
- Use local labour, services and materials where available to reduce CO₂ emissions and support the local community.
- Encourage employees to take part in local initiatives in order to fulfil our and contractors commitments.

In support of the above you are also required to support the Company by:

1.1 Paper:

- Minimising the use of paper in the office.
- Reducing packaging as much as possible.
- Seeking to purchase recycled and recyclable paper products.
- Reuse and recycle paper where possible.

1.2 Energy and Water:

- Seeking to reduce the amount of energy used as far as practicable.
- Switching off lights and electrical equipment when not in use.
- Adjusting heating with energy consumption in mind.
- Taking into consideration energy consumption and efficiency when procuring new products or services.

1.3 Office Supplies:

- Evaluating if the need can be met in another way.
- Exploring if renting/sharing is a viable option before purchasing equipment.
- Evaluating the environmental impact of any new products we intend to purchase.
- Seeking to buy environmentally friendly and efficient products.
- Reusing and recycling where possible.

1.4 Transportation:

- Reducing the need to travel, restricting to necessity business trips only.
- Promoting the use of alternatives such as e-mail or video/phone conferencing.
- Making additional efforts to accommodate the needs of those using public transport or bicycles.
- Using green/low emission vehicles which will be rigorously maintained.

1.5 Maintenance and Cleaning:

- Complying with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.

- Incorporating environmental factors into business decisions.

1.6 Monitoring and Improvement:

- Ensuring cleaning materials are as environmentally friendly as possible.
- Ensuring office refurbishment is undertaken as environmentally friendly as possible.
- Only using licensed and appropriate organisations to dispose of waste. To have a baseline estimate of our environmental impact in terms of waste minimisation; recycling and energy consumption
- Any electrical equipment is disposed of in line with the WEEE (Waste Electrical and Electronic Equipment Directive). Which means that staff are made aware as part of their training induction & prior to contracts going live that all devices holding classified and confidential information are marked with appropriate protective marking and if these malfunction or are no longer required this is raised with the Operation Manager. Any redundant media including hard disks, CD, USB or any other storage is then reported to ARK our IT consultant who then arrange for equipment to be taken offsite by to a recycling plant for the appropriate disposal where a WEEE Certificate is then produced and a copy is returned to eVolve your future Ltd.

Policy Review

This policy is reviewed at least annually by eVolve your future's Managing Director, Kay Brockall.

Date of latest review: December 2022

Signed:

A handwritten signature in black ink, appearing to read 'K. Brockall', with a long horizontal flourish extending to the right.

This policy is next due for review September 2023