



Independent Training & Education Consultants

Sustainability Policy

Last Reviewed: June 2023
By Director: Gerard Morrall

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Policy Statement

The Government has defined sustainability as:

Maintaining high and stable levels of economic growth and employment whilst

- Recognising the needs of everyone, both now and in the future
- Protecting the environment
- Using natural resources prudently and economically

ITEC is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to our 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 learners and partners to do the same.

As an organisation ITEC recognises that wasteful use of resources and the exploitation of fossil fuels across the world are contributing to:

- Global warming and climate change
- Pollution of air, land and water
- Loss of forests, soils, fish stocks and other natural resources

This is seriously undermining our local environment and reducing opportunities for a good quality of life for future generations.

ITEC is committed to following and promoting good sustainability practices, to reduce the environmental impact of all our activities and to help our employees, learners, placement providers, employers, service providers and the local community do the same.

Principles of Sustainability

Our Sustainability Policy is based on 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 workplace and transportation activities
- To make learners, placement providers, employers, service providers and the local community aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices via education and example
- To review annually and to continually strive to improve our sustainability performance

Responsibility and Accountability

To put these principles into practice the ITEC director will:

- Help members of staff use resources (such as rooms, energy and resources) effectively and efficiently, for example, to minimise their use of paper, and to identify opportunities to reduce waste
- Ensure that staff receive appropriate guidance in sustainability issues at induction and as part of their continuous professional development
- Re-use equipment, where possible, recycle and promote the use of recycled materials
- Minimise waste in all our operations and investigate alternative office procedures which are practical to implement
- Reduce the energy consumption of office equipment by good housekeeping and by replacing with energy efficient alternatives, where appropriate and practicable

- Reduce the adverse impact of travel on the environment by discouraging the non-essential use of cars, car sharing, where this is feasible, scheduling visits to learners in placements sited in the same/close geographical locations on the same day(s)
- Consider environmental and social issues alongside economic issues when purchasing goods and services by specifying products that can be recycled or disposed of safely or which minimise use of non-renewable natural resources, purchasing less environmentally damaging products, investing in more durable quality products that offer better long-term value, using suppliers who promote and practice sustainability principles
- Use local suppliers where feasible, and where things cannot be sourced locally, use Fair Trade items, such as tea and coffee
- Set a positive example to learners, placement providers, employers, service providers and the local community, publicising examples of ITEC's good practice and promote awareness and understanding of sustainability to all
- Embed good practice into teaching and learning with activities for learners.
- Consider alternative teaching platforms for blended learning opportunities.

Environmental plan ongoing until next review June 2024:

- Use a blended learning approach utilising online learning to minimise attendance and travel where suitable after the Covid 19 pandemic.
- Recycle paper, cardboard, and batteries where possible (data protection)
- Minimise the use of single use plastics – i.e., punched pockets
- Use pot mugs in all delivery not polystyrene or plastic
- Encourage the use of walking, cycling and public transport for all learners
- Staff to car share where feasible and safe to do so
- Use telephone, Teams or email if a visit is not required
- Don't print if it's not necessary
- Keep Apprenticeship files on a cloud system not paper
- Use recycled products where available i.e., paper
- Use Fairtrade products when available i.e., tea and coffee
- Undertake sustainability projects in community delivery where practicable on AEB provision