

Environmental and Sustainability Policy

Through our core business activities, we are committed to providing good quality, reliable and cost effective training to all of our learners. We recognise the environmental impacts arising from our business activities and are committed to reducing these through effective environmental management.

The Group policy is to achieve continual improvement in environmental performance.

We are committed to:

- a. maintaining an internal management structure for environmental issues which includes clearly defined responsibilities.
- b. complying with, and where possible exceeding, applicable legal and other requirements relating to the organisation,
- c. preventing pollution and reducing the overall impact of our operations on the environment,
- d. monitoring our environmental performance and setting objectives and targets for improvement,
- e. providing appropriate training and awareness programmes for our staff.

This policy applies to all the employees, contractors who work for Welcome Skills Limited and will be communicated to all those working for or on behalf of the company.

Climate Change Policy

Climate change has now been recognised as an international issue. As a Training Provider we have a role in supporting governments and communities to reduce the impacts of climate change.

We are committed to reducing the greenhouse gas emissions from our operations in a way which supports Government strategies, and in line with our commitment to our learners to provide safe, efficient and reliable services. We also assess the potential risk to our business from evolving climate change policies as part of our on-going risk management processes.

Our key climate change commitments are:

- a. to work actively with our staff to improve the fuel efficiency of our vehicles,
- b. to report annually on our greenhouse gas emissions from all vehicles and property that we own,
- c. to actively promote improved energy efficiency and fuel efficiency within the business.
- d. to stay abreast of alternative fuel developments and continue to assess their commercial viability.

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Biodiversity

Welcome Skills Limited commitment to conserving and promoting biodiversity where it is practical to do so. Conserving and promoting biodiversity is consistent with our commitment to furthering the aims of sustainable development in the management and development of our business. This Biodiversity Policy is consistent with our broader Environmental Policy, which includes a stated commitment to minimise the environmental impacts of our business and prevent pollution.

Sustainability

Our sustainability Policy is focussed on four key outcomes:

- A commitment to prevent and reduce environmental impact,
- A commitment to compliance with relevant legal requirements
- A dedication to continuously improving on sustainability performance,
- An Assurance that the policy will be communicated and managed.

To enable us to effectively support sustainability we will take the following actions:

1. Wherever possible, we will recycle all the waste products,
2. We will re-use materials where possible rather than create waste (E.g. to use discarded paper for scrap paper),
3. Company vehicles will be bought based on economic efficiencies,
4. We will purchase materials from reliable sources who have an Environmental and Sustainability Policy,
5. We will offer re-useable products to our customers and supply chain before discarding,
6. We will not be wasteful with electricity, water and gas supplies,
7. We will encourage staff to use public transport or car share where practical,
8. We will use energy efficient systems and equipment where practical, available and practicable.

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Sustainable Development (including environmental) Action Plan

To be implemented	Action	Lead	Deadline	Progress
Re-cycling Bins	Ensure all staff use the bins provided	K Hussin	Ongoing	All staff use bins provided.
Photocopying	Ensure photocopying is done only when necessary and inform all staff. Documents to be scanned in and emailed to staff to avoid the need to send paper documents.	K Hussin	Ongoing	Reduction has been shown. Documents now scanned and filed electronically as well as documents scanned and emailed to staff.
Administration	Utilise the PICS MIS system to reduce copies and postage of documentation and use electronic uploads	Madhuri	Monthly	Majority of all College data is now electronic
Company Vehicles	Minimise fuel use and multiple journeys by scheduling effective regional assessor visits. Ensure possible that staff travel together for monitoring and review visits at specific areas. Plan visits effectively.	W Sherwani	Monthly	Excellent, more efficient journeys and assessor visits
Office Utilities	Encourage all staff to switch off lights and reduce heating whenever possible	K Hussin	Monthly	Improvement shown
Learner File returns	Arrange for trainers to take all relevant files monthly after Provider Review meeting to reduce additional journey and fuel use	K Hussin	Ongoing	This has been action and is continuous.

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