

BASINGSTOKE ITEC

Sustainability and Environmental Policy

Introduction and aim

Basingstoke ITEC is a training provider specialising in Work Based Learning. We recognise that our operations result in emissions to air and water, and the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible & sustainable manner. This policy describes how we will achieve our aim.

Responsibility

This sustainability and environmental policy applies to all of our operations including management, office services and procurement. Caroline McColl, Manager, is responsible for ensuring that this policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Resources

We will ensure that resources are available to enable us to achieve our objectives and targets.

Objectives

- reduce the amount of hard copy generated and base office functions around electronic copy;
- ensure that all waste paper is recycled and identify other office recyclables;
- Monitor energy use and actively monitor these throughout the year. It will seek to reduce energy usage and educate staff and students in best practice in reducing energy consumption. ITEC procures its energy through utility providers and ensures the best value and takes advantage of energy from sustainable sources in those contracts.
- We will seek to reduce waste materials and educate staff and students in best practice in reducing wastage. We will maximize recycling opportunities.
- We will raise awareness of sustainability issues with students and encourage participation in activities, which support this through our life skills programmes

Targets

To achieve our aims, we have set ourselves the following targets:

- continue the process of informing all customers and suppliers about our environmental policy and, thereafter, all new customers and suppliers
- define good housekeeping for office consumables.

The Manger is responsible for agreeing the Policy and overseeing compliance with its principles

Signed



Caroline McColl, Manager
August 2014



INVESTORS
IN PEOPLE | Gold

