

## Career Connect POLICY DOCUMENT ENVIRONMENTAL SUSTAINABILITY

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### VERSION HISTORY

Ver	Date	Inits	Reason for change
3	May 2016	FSN	Updated for job roles being changed.
4	May 2017	FSN	Reviewed & updated for job title changes
5	September 2017	FSN	Change to wording to policy as requested by A&R Group September 2017.
6	December 2017	FSN	Change to wording to policy to comply with CF03 Sustainability Policy.
7	January 2018	FSN	Change to wording as per Board Meeting A&R group meeting Jan 18.
8.	March 2018	LC	Inclusion of ES Champions
9	July 2018	CR	Added in monitoring and review
10	17/07/18	FSN	Updated format to put statement first
11	21/08/19	LC	Reviewed – no changes
12	03/09/19	FSN	Amended WEEE to include reference to waste disposal agency

### STATEMENT OF POLICY

Career Connect is committed to reduce the negative impact of its business on the environment and play its part in preventing pollution. Career Connect will comply with relevant environmental legislation and best practice guidelines and set objectives & targets to drive continuous improvement programmes. This will be managed through a system which:

- Encourages the conservation of energy through the 'switch off' campaign and other energy-saving actions in all premises.
- Helps to reduce waste produced by the company in all its centres. Registered Waste Management service procured.

- Monitors the consumption of gas, water, electricity, stationery and other materials which have an impact on the environment.
- Facilitates recycling of a range of materials, including paper, plastics and printer cartridges.
- Ensures the safe disposal of electric and electronic equipment **through a registered waste disposal agency** in accordance with the European directive. Career Connect is aligned to the Waste Electrical and Electronic Equipment (WEEE) Regulations.
- Encourages the reduction of car usage on Career Connect business through a range of 'Green Travel' arrangements, incentives and changing current business practices.
- Maintains 'environmentally friendly' premises in association with landlords and partners.
- Ensures there are robust procedures for preparing for and dealing with any emergencies which may have an environmental impact.
- Makes conscious efforts to procure equipment, products and services in ways which reduce waste and environmental damage.
- Uses technology creatively in order to provide alternatives to behaviours which generate unnecessary waste (e.g. through more waste-efficient conduct of meetings).
- Promotes greater environmental awareness amongst staff, clients, partners and other stakeholders (including sub-contractors and delivery partners), including the production of a quarterly metrics report
- Embeds a pro-active approach to environmental management within staff practice through the implementation of team Environmental Champions and a standing agenda item at each team meeting.
- Encourages sub-contractors and delivery partners to implement a proactive approach to environmental management activities, as detailed above (see Supply Chain fees, published on the Career Connect website, for details of sub-contractors).

## **RESPONSIBILITY**

All **Managers** must ensure the policy is applied in all areas of the company.

The **ICT Manager** is responsible for developing and monitoring the implementation of aspects of this policy which relate to computers and other technical equipment.

The **Assistant Director (Finance)** is responsible for overseeing environmental issues relating to premises, waste reduction, car usage and procurement.

The **Assistant Director (HR)** supports the promotion of environmental awareness amongst staff and manage initiatives relating to reducing car usage as part of the staff welfare & benefits policy.

The **Health & Safety Co-ordinator** is responsible for monitoring environmental performance, reviewing & communicating the policy and related documents & promoting environmental awareness.

Designated members of the **ICT Team** are responsible for supporting the monitoring & reporting of environmental performance and adherence to contractual requirements such as the safe disposal of electrical and electronic equipment.

**All staff** have a responsibility for environmental protection when carrying out their duties, in association with service users and partners.

**Project Manager/Contract:** Where contracts require additional environmental sustainability information the Project Manager/Contract Lead has the responsibility for fulfilling all relevant monitoring and reporting requirements as set by the managing authority.

## **POLICY OWNER**

H&S Group

## **SCOPE**

Career Connect supports young people and adult clients to make effective transitions into and throughout their working lives. The company recognises that its activities and services have an impact on the environment and is committed to continually improve its performance.

This policy confirms the way in which Career Connect carries out its responsibilities for reducing the negative impact of its products and services on the environment.

The policy covers all core and additional services being offered by Career Connect in all areas of the company.

## **AUTHORITY**

All public sector organisations are required to meet legal and contractual requirements relating to care for the environment.

## **MONITORING AND REVIEW**

This document will be monitored and reviewed on an annual basis and/or updated should any changes in legislation occur.

## **SUPPORTING DOCUMENTS**

In addition to the procedures specified above there are a number of other documents which have relevance to the above policy:

- Risk Management Policy & Procedures
- Health & Safety Policy & Procedures
- Procurement Policy & Procedures

- PMDR Policy & Procedures