



## **Environmental Sustainability Policy & Procedure**

### **Policy Statement**

KEITS Ltd. recognises that its activities have the potential for both positive and negative impacts upon the environment at local, national and global levels. The company acknowledges its responsibility for environmental protection and also aims to contribute to the national commitment to sustainable development and to national carbon reduction targets. The positive environmental sustainability aspects of research on the teaching and learning sector will be promoted. KEITS Ltd. will seek to achieve continual improvement in how it understands and responds to its environmental impacts. The Environment Act 2021 has given further structure to this response.

### **Policy Responsibility**

Environmental sustainability is the combined responsibility of all staff and contractors. All departments and individuals have a responsibility to review their practices and procedures to assess where changes can be made to minimise environmental impact and reduce our carbon footprint.

### **Policy Key Features**

- Review all practices and procedures to assess where changes may be made to reduce adverse effects on the environment
- Continually research alternative solutions to provide more environmentally sustainable services to support all stakeholders where permitted.
- Raise awareness with staff, contractors, employers & learners of how actions and procedures may have an adverse effect on the environment
- Encourage staff, contractors, employers, learners and other stakeholders to consider their actions and working methods to become more aware of their own environmental responsibilities and to provide suggestions and feedback as to how changes may be made to implement environmental responsibilities
- Propose changes to practices and procedures that will reduce the effect on the environment
- Communicate proposed changes to all stakeholders to commit to environmental improvements
- Set and agree targets to reduce our carbon footprint e.g. reduce the amount of wastepaper, photocopying and the need for secure shredding

### **Proposed areas for review**

- Reduce its carbon footprint through prudent use of fossil fuels (through energy conservation, management and efficiency within buildings, review of journey planning and stakeholder engagement methods)
- Make more effective use of on-line training materials, electronic storage of learner's learning evidence & qualification information, electronic storage of staff, contractor, employer and learner information (in line with GDPR compliance), explore online meeting methodology for staff, contractors, employers and learners.

- Move electronic storage to utilise secure cloud-based technology to reduce physical storage and electricity consumption
- Reduce waste created and where possible reuse and recycle before responsible disposal of surplus materials, i.e. to use recycled and recyclable materials wherever possible
- Integrate principles of environmental sustainability within all KEITS Ltd. policies and practices,
- Avoid or limit wherever practical, the use of environmentally damaging substances, materials and processes
- Manage and reduce water consumption

## Policy Monitoring, Evaluation & Review

This policy will be monitored by Senior Management Team with a quarterly evaluation & review of performance against agreed targets for cost reductions and efficiency savings.

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Doc Con/Docs/ All Company Policies/Corporate	Environmental Sustainability Policy	DR	Jan'14	7 – Oct'25	Oct'26