



## **Environmental and Sustainability Policy**

### **Purpose**

The purpose of this policy is to provide an effective framework for realising Consultancy and Facilitation Ltd. (C&F) commitment to sustainability and to protecting, and where possible enhancing the environment by reducing our environmental impacts, preventing pollution, mitigating and adapting to climate change and a low carbon future. This environmental and sustainability policy applies to the goods and services we procure, our direct operations and the services we provide to our clients.

### **Responsibilities**

All employees, associates, subcontractors and third parties who undertake activity for and on behalf of C&F are responsible for ensuring that this policy is adhered to. This policy and the actions arising from it will be annually reviewed as part of the business planning process by the Managing Director.

### **Environmental policy**

C&F is committed to protecting the environment and continually improving its environmental performance by:-

- ensuring compliance with all relevant legislation and standards, and the expectations of our customers and other key stakeholders;
- ensuring our systems and procedures prevent pollution;
- ensuring our suppliers are able and are encouraged to support our environmental commitments;
- ensuring we continually review how we can make improvements to our environmental performance.

Specifically, C&F will:-

- reduce energy consumption in our physical space of work through staff awareness;
- reduce business travel miles through better journey planning;
- reduce paper consumption through staff awareness and increased use of electronic communication and data storage;
- ensure that all waste electrical & electronic equipment is reused or recycled, where possible;
- ensure that sustainability is embedded within our culture and activities;
- reduce our consumption of natural resources and, where operationally feasible, buy sustainable products and services, while continuing to promote a value for money culture;
- continuously improve energy and water efficiency to minimise waste and pollution;
- reduce the environmental impact of employees and sub-contractors going about their day-to-day business by promoting sustainable methods of transport and the use of teleconferencing and video conferencing facilities;
- operate every aspect of our business in compliance with all applicable environmental legislation

To realise our environmental objectives, C&F recognises the need for and is committed to communicating our environmental objectives to our subcontractors, suppliers, employees, and customers. This is achieved via our website, procurement processes, and our existing communication channels, such as team briefings and the induction processes.

### **Sustainability policy**

We are committed to integrating sustainability into our day-to-day activities and our longer term planning to enable us to play an active role in meeting the sustainability challenge and in improving the well-being of our employees, subcontractors, clients, service users, learners and the wider community. We will do this by:-



- ensuring that sustainability is embedded within the culture and activities of C&F;
- reducing our consumption of natural resources and, where operationally feasible, buy sustainable products and services for our clients while continuing to promote a value for money culture;
- maximising sustainability measures in our workplaces by promoting the reduction of water and energy use, reducing material waste and maximising recycling.
- reducing the environmental impact of employees and sub-contractors going about their day-to-day business by promoting sustainable methods of transport and the use of teleconferencing and video conferencing facilities.
- operating every aspect of our business in compliance with all applicable environmental legislation, and approved codes of practice.
- treating all customers fairly and with respect and no one will be discriminated against.