

## Environmental & Sustainability Policy

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<b>Approved by:</b>	<b>Senior Management Team</b>		
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<b>Distribution to</b>	<b>All</b>		

Version	Review date	Comments	Author	Approved by
1.1	8.10.2016	Original version		
1.2	8.10.2017	No amendments made	Elaine Highwood	SMT
1.2.1	10.2.2018	Actin plan added	Elaine Highwood	SMT
1.3	8.10.2018	No amendments made	Elaine Highwood	SMT
1.4	8.10.2019	Additional comments added to support the disposal of waste and including WEEE Action plan updated 30.9.2019	Elaine Highwood	SMT
1.5	8.10.2020	Amendment to Meetings; Addition of digital Signatures	Elaine Highwood	SMT
1.6	9.10.2021	ESF Addendum added	Elaine Highwood	SMT
1.7	30.5.2022	Policy promotion and sign up information added	Elaine Highwood	SMT

**Authorising Officer:**

Oliver Traylor, Managing Director

**Signature:**



**Date:** 30.5.2022

## Introduction

Runway Training acknowledges its responsibility for taking care of its local environment.

Runway Training shares a vision of, and commitment to sustainable development.

Similarly, Runway is committed to a sustainable approach to a better quality of life and the Management therefore seeks ways to reduce the impact of Runway Training on the local and global environment through ensuring that the principals of sustainability inform its actions.

Promoted during the sign-up process, this policy will form part the Induction Process for all learners and will be accessible through their learner handbooks, forming part of their Induction. Internal Stakeholders will be able to access the policy through the shared drive and all stakeholders will be able to access it through Runway's Website.

All staff will be made aware of the policy at Induction, and it will form part of Runway's Mandatory training. Additional training/updates will be given as and when needed.

This policy will be reviewed on a yearly basis or sooner if legislation/organisational changes impact on the content of this policy.

## Objectives

The Management:

Examine ways to reduce the environmental impact of the Company's use of:

- consumables (especially paper and toner)
- energy
- Water

Enforce a sustainable environmental purchasing policy

Investigate and develop ways of raising the environmental consciousness of the whole Runway community.

Encourage all our Stakeholders to support sustainable development

## Runway Training sustainable environmental purchasing policy

This aims to ensure that our commitment to the environment and so sustainability is not compromised by buying products from or dealing with companies who have no such commitments.

To meet this aim, wherever possible Runway Training will only purchase from or deal with businesses that have their own environmental policy. To this end:

- Runway Training will not accept tenders from companies that do not have a comprehensive environmental policy\*. The environmental policy must be submitted before tenders will be accepted and evidence will be required that it is an established working policy of the company (and not simply written to win the tender).
- Runway Training will only purchase paper, wood or wood products from companies that have a Timber Buying Policy that ensures that all wood and paper products come either from proven, well-managed forests or recycled materials
- Runway Training will only enter into contracts (cleaning, photo-copying etc) with companies that have clear and comprehensive environmental policies

- Wherever possible Runway Training will use local companies for all purchases, contracts etc. to reduce the impact of transport on the environment
- Runway Training will give preference to bids for the cleaning contract to companies who have a policy which commits them to using biodegradable cleaning products
- In all cases where a provider of goods or services chosen by Runway Training does not fit the above criteria the justification for the purchasing decision must be documented.

\*Comprehensive environmental policies will usually include statements on re-use and recycling, transport commitments, the use of bio-degradable products where possible, the reduction of unnecessary packaging, Fair Trade where relevant, the use of local companies and sources of supply where possible, energy reduction commitments etc.

## **Waste Disposal**

To support our commitment to the environment and sustainability Runway Training will:

- dispose of waste using a registered waste collector
- observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations and in particular will ensure that WEEE is not mixed with general waste and is disposed of legally

## **Staff transport**

Where possible all staff will be encouraged to make use of the Company vehicle which is based at head office and is available for staff to use.

The vehicle is electric and all staff are aware that there is a pool car available should they need to make a journey during working hours.

Where possible all staff are given learners that are within a 15 mile radius of their home address to enable a reduction in the amount of travelling and thus emissions. Wherever possible Runway Training selects project sites that are within 5 minute walk from a train station or bus stop, to enable learners to travel by public transport.

## **Meetings**

Runway Training promotes the use of virtual meetings through a variety Collaborative Meeting Platforms eg Teams / Zoom encouraging this method of communication wherever possible. This saves time and money, reducing the need to travel and the impact on the environment. Where face to face meetings are needed car sharing and the use of public transport should be used where ever possible.

## **Office Products & Goods**

In 2018 the town of Tonbridge was awarded Fairtrade status and as part of the application, Runway Training made a commitment to use Fairtrade products and goods.

## **Recycling**

We have separate bins for the recycling of paper and cardboard and reuse as much paper as scrap where possible. We accept that due to confidentiality and GDPR there are occasions where paper is shredded and therefore not re-usable in the first instance.

## Utilities & Energy Use

Office lighting is provided by low energy bulbs, there is also a commitment to conserve water and reusable bottles are encouraged opposed to throw away cups. Heating is automatically switched off when the office is not in use and all buildings are double glazed.

## Digital Signatures

To support our commitment to reduce our carbon footprint and Runway Training will introduce the use of Digital Signatures increasing their use across all departments of the company to include educational and quality documentation.

## ESF Addendum

### Employability with Runway Ref: 30S21P04485

Runway is committed to promoting sustainable development in carrying out the above ESF project.

Runway is committed to a sustainable approach to a better quality of life and the Management therefore seeks ways to reduce the impact of Runway Training on the local and global environment through ensuring that the principles of sustainability inform its actions.



## Objectives

The Management:

Will examine ways to reduce the environmental impact of the Company's use of:

- consumables (especially paper and toner)
- energy
- Water

Enforce a sustainable environmental purchasing policy

Investigate and develop ways of raising the environmental consciousness of the whole Runway community.

Encourage all our Stakeholders to support sustainable development.

## Covid 19

During the Covid 19 pandemic (March 2020 – present) Runway staff have been working from home. This has substantially reduced carbon use as: heating/lighting/internet would often be on anyway in the home saving energy in the office; printing has not been possible saving paper and toner; no staff member has had to commute saving petrol/diesel and emissions; lunches have been prepared and eaten at home saving on takeaway packaging and waste; all teaching and learner contact has been carried out online removing any need to travel for learners/teachers, further reducing emissions; learner submissions and marking have taken place online, saving further on printing/paper.

As such during the Covid 19 pandemic waste and emissions have sat at virtually zero. With restrictions lifting and some face-to-face teaching returning it is likely that waste and emissions will increase over the coming months should this ESF project be successful. However, this will be monitored on a quarterly basis and waste kept to a minimum, aiming to maintain levels during the Covid 19 pandemic through maintaining habits such as not unnecessarily printing documents, marking work online, online contact with learners etc. Where tutors are using face-to-face contact to interact with learners, they will be encouraged to use the electric car to minimise emissions when travelling.

### **Runway Training sustainable environmental purchasing policy**

This aims to ensure that our commitment to the environment and so sustainability is not compromised by buying products from or dealing with companies who have no such commitments.

To meet this aim, wherever possible, in delivering the ESF project Runway Training will only purchase from or deal with businesses that have their own environmental policy. To this end:

- Runway Training will not accept tenders from companies that do not have a comprehensive environmental policy\*. The environmental policy must be submitted before tenders will be accepted and evidence will be required that it is an established working policy of the company (and not simply written to win the tender).
- Runway Training will only purchase paper, wood or wood products from companies that have a Timber Buying Policy that ensures that all wood and paper products come either from proven, well-managed forests or recycled materials
- Runway Training will only enter into contracts\*\* (cleaning, photo-copying etc) with companies that have clear and comprehensive environmental policies
- Wherever possible Runway Training will use local companies for all purchases, contracts etc. to reduce the impact of transport on the environment
- Runway Training will give preference to bids for cleaning contracts to companies who have a policy which commits them to using biodegradable cleaning products
- In all cases where a provider of goods or services chosen by Runway Training does not fit the above criteria the justification for the purchasing decision must be documented.

\*Comprehensive environmental policies will usually include statements on re-use and recycling, transport commitments, the use of bio-degradable products where possible, the reduction of unnecessary packaging, Fair Trade where relevant, the use of local companies and sources of supply where possible, energy reduction commitments etc.

\*\*Runway does not intend to enter into any subcontracts in the direct delivery of the ESF project. However, Runway does subcontract on the day to day running of the office such as cleaning, waste disposal etc.

### **Waste Disposal**

To support our commitment to the environment and sustainability while delivering the ESF project Runway Training will:

- dispose of waste using a registered waste collector

- observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations and in particular will ensure that WEEE is not mixed with general waste and is disposed of legally

## **Staff transport**

Where possible, in delivering the ESF project, all staff will be encouraged to make use of the Company vehicle which is based at head office and is available for staff to use.

The vehicle is electric and all staff are aware that there is a pool car available should they need to make a journey during working hours.

Where possible all staff are given learners that are within a 15 mile radius of their home address to enable a reduction in the amount of travelling and thus emissions. Wherever possible Runway Training selects project sites that are within 5 minute walk from a train station or bus stop, to enable learners to travel by public transport.

## **Meetings**

Runway Training promotes car sharing and the use of public transport where possible. There is also a strong emphasis on telephone and video conferencing. This is particularly so for 1-2-1 and group learning activities as part of the ESF project. This saves time and money, reducing the need to travel and the impact on the environment.

## **Office Products & Goods**

In 2018 the town of Tonbridge was awarded Fairtrade status and as part of the application, Runway Training made a commitment to use Fairtrade products and goods. Runway will continue this commitment in its delivery of the ESF project.

## **Recycling**

We have separate bins for the recycling of paper and cardboard and reuse as much paper as scrap where possible. We accept that due to confidentiality and GDPR there are occasions where paper is shredded and therefore not re-usable in the first instance.

## **Utilities & Energy Use**

Office lighting is provided by low energy bulbs, there is also a commitment to conserve water and reusable bottles are encouraged opposed to throw away cups. Heating is automatically switched off when the office is not in use and all buildings are double glazed. This will only become pertinent when staff return to working from the office full time.

## **Training**

To ensure that this policy is upheld by staff and learners alike, Sustainability training will be included in the induction process of both new project staff and new learners. Staff and learners will be encouraged by senior staff to uphold the principles of the sustainability policy and all staff and learners will be expected to abide by the policy\*.

\*It is recognised that not all learners will be able to abide by all policies as special educational needs may require specific interventions such as printing on coloured paper, meetings in specific areas, use of external facilities etc.

## SMART

S – Runway will ensure that the project remains economically, environmentally and socially sustainable. Economic sustainability will be maintained by building on existing models of learner provision and ensuring the project is delivered within the cost profile agreed with the ESF. Social sustainability will be achieved by increasing the profile of all learners and supporting them in moving on to their next steps be that employment or further training, thus positively impacting the local economy. Environmental sustainability will be achieved by building on an existing strategy to aim for zero waste and a minimal carbon output.

M – Where possible we will aim to provide 97% of learning outputs online negating any need for printing or transport and keeping the delivery well within budget and at a sustainable cost. Based on continuing trends we will aim to have 70% of all learners continue on into further training or employment.

A – Our targets are based on achieved numbers to date and we aim to maintain if not exceed these targets using skills and techniques that we have tried and tested over the last eleven years. We know that we can work to these levels and we will continue to do so with the ESF project's cohort of learners.

R – Our sustainability targets are directly relevant to this ESF project and the number of learners we will engage with over the life of the project. This policy outlines the projected deliverables for the ESF project against which our success can be judged upon completion. It also outlines our wider organisational ethos regarding environmental sustainability and working towards a zero carbon footprint.

T – While our plan for environmental sustainability is ongoing and will outlive the ESF project, other sustainability deliverables will be attained before the end of the project on 30 June 2023. Key milestones with regard to number of learners will be established throughout the life of the project and progress will be monitored by SMT at regular intervals to ensure that we are on target.