



## **Educ8 Training Group of Companies**

### **Environmental Sustainability Policy 2025-2026**

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**Educ8 Group Ltd**  
**Environmental Sustainability Policy**

**Introduction**

Educ8 Training Group (“ETG”) is one of the largest independent training providers in England and Wales. All companies within the ETG group uphold the same company Vision, Mission and Core Values and follow our group policies and procedures.

At the date of this policy these companies are:

- Educ8 Training Group Limited, registered number 10865705.
- Haddon Training Limited, registered number 04773490.
- Aspire and Learn Ltd, registered number 08784755.
- Educ8 Ltd, registered number 05059754.

Any reference to “ETG” throughout this policy includes all the companies named above.

For the purpose of this policy the reference to “Funding Bodies” includes the Welsh Government, DfE/Education Skills Funding Agency (ESFA), and local authorities.

**Purpose**

The purpose of this policy is to provide direction to the Educ8 Group ('ETG') consisting of Educ8 Training, ISA Training, Haddon Training, Aspire 2Be and its sub-contractors on the promotion, integration, management, review and evaluation of Environmental Sustainability within all aspects of the organisation.

**Definitions**

ETG identifies **environmental sustainable development** as:

*“Meeting present needs without compromising the ability of future generations to meet their own needs”.*

Sustainability is a process of ensuring the wise use of all resources within a framework in which **environmental, social** and **economic** factors are integrated.

**Scope**

This policy covers all organisational activities of ETG. This policy applies to all employees, learners, employers and sub-contractors of ETG whilst indirectly providing direction and awareness to the wider community and partner organisations.

**Legal framework**

ETG is fully aware of its legal obligations within the legal framework and is committed to meeting our compliance obligations including legislative and voluntary commitments made.

**Policy statement**

ETG will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all of its activities, and through its influence over others. The organisation will review each of its policies, programmes and services, and act wherever necessary to meet the standards set out in its policy.

The Board of Directors have committed the organisation to the effective implementation and the operation of the Environmental Management System (EMS) and as such have committed the necessary resources to permit this. Moreover, ETG Board of Directors commit to a full annual review

**Educ8 Group Ltd**  
**Environmental Sustainability Policy**

of the environmental management system, which will be recorded and signed off each year.

The main environmental impacts of the business include energy usage, the disposal of waste and transport impacts. In recognising these impacts, we have made a commitment to continual environmental improvement and to protection of the environment, including pollution prevention. We are committed to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention guidance and environmental best practices in all we do.

In recognising these impacts, through demonstration of continual environmental improvement and to protection of the environment, including pollution prevention., ETG will:

- Integrate environmental management into all organisational activities.
- Guarantee compliance with all relevant local, national and international legislation and regulations.
- Ensure all learners and staff, including contractors, actively support our environmental programmes.
- Communicate our environmental policy effectively to all interested, both internal and external parties.
- A commitment to achieving continual environmental improvement and to protection of the environment, including pollution prevention. This will be captured through our objectives and targets.
- The minimisation of materials and energy usage in all operations.
- The safe disposal of waste where reuse or recycling is not viable.
- The provision of appropriate resources and the necessary training for staff, to ensure that they are able to fulfil the commitment given in this policy.
- Review modes of transport and will promote alternative sustainable forms of transport where practical.
- Include environmental management and issues in our staff induction programmes, meetings and learners training. Also engaging with the community through raising awareness.

### **Energy Management**

ETG recognises it has a role in furthering and improving energy management via:-

- Controlling activities when systems are not in use, ie, switch off at night or when leaving the room
- Consider the use of sensor-based lighting systems
- Promote the use of low energy light bulbs at all premises in use
- Encourage staff to use only water needed when drinking or boiling kettles
- Promote the use of low energy heating equipment
- Consider the use of Solar panels on all roofing areas under the direct control of ETG
- Consider environmentally friendly buildings when hiring, renting or purchasing accommodation
- Monitor all energy usage via spreadsheet on a monthly basis to consider where improvements can be made
- Review the Maintenance of all water-based appliances to prevent wastage, ie, all leaking taps are repaired

### **Waste Management**

ETG recognises it has a role in furthering and improving the management of all waste via:-

**Educ8 Group Ltd**  
**Environmental Sustainability Policy**

- Encouraging all staff and customers to use less, then re-use and only then recycle
- Longer term, only dealing with suppliers that have sound environmental systems in use
- Linking with all suppliers to encourage the use of unnecessary packaging
- Encourage all staff to recycle all office waste materials, ie, office wastepaper, ink and toner cartridges, bought in catalogues and leaflets, aluminum cans, plastic bottles
- Using only approved / registered waste carriers to handle waste materials
- Use email and teams for all internal communications to reduce the usage of paper and travel
- Monitor the types and quantities of waste to where savings can be made whilst making improvements where possible

**Sustainable Procurement**

ETG recognises it has a vital role in promoting sustainable development, through its procurement of offices, goods and services. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations. ETG will therefore strive to:

**People, Education & Awareness:**

Communicate the sustainable procurement policy to all staff and suppliers

Promote discussions of Sustainability and ESDGC with all learners throughout their learning programme

**Policy and Communication:**

Consider the cost / benefit of environmentally preferable goods & services as viable alternatives

Investigate opportunities for recycling & re-use of materials where suitable / appropriate

Investigate the impact of ETG's expenditure on goods / services to identify the potential environmental impact

Work in partnership with suppliers and other organisations to improve sustainable procurement

Assess the environmental risk to ETG with a commitment to continually improving sustainable performances

**Procurement Processes**

Promote best practices for sustainable procurement

Ensure that suppliers environmental credentials are, where possible, considered when the supplier evaluation / approval process is completed. Specify, where possible, the use of environmentally friendly goods and services

Ensure that consideration is given within all specifications for suppliers to submit offers / quotes for environmentally friendly alternatives

**Engaging Suppliers of Goods & Services**

Educate our suppliers of goods / services regarding the ETG environmental sustainability policy

Work with our key suppliers to make sustainability improvements

**Travel and Transport**

ETG recognises it has a role in improving the efficiency of work-based transport and travel and aims to promote the benefits of fuel-efficient motoring and increase awareness of alternative modes of transport, in particular for employees via:-

- Encouraging car sharing, where more than one person is visiting
- Arranging effective meetings preventing duplication
- Consider the use of online communication platforms e.g Moodle, Microsoft teams for meetings and teaching & learning with staff, learners and employers
- Reviewing caseloads geographically to minimise unnecessary travel
- Providing information on local & national transport links

**Educ8 Group Ltd**  
**Environmental Sustainability Policy**

- Reviewing fuel types of vehicles used by all staff and encourage them to purchase more environmentally fuel-efficient modes of transport
- Promoting electric and hybrid car schemes to employees

### **Refurbishments**

ETG acknowledge that for any new building or building refurbishments undertaken, due consideration should be given to environmental and sustainable impact, protecting and conserving biodiversity. and where possible the use of sustainable materials should be considered.

### **Strategic aims**

ETG has developed eight strategic aims to support three key objectives and targets which will be monitored and reviewed annually as part of their Environmental Management System.

#### **8 Strategic aims**

- To actively promote and maintain a positive commitment to environmental sustainability, to continual environmental improvement and to protection of the environment, including pollution prevention
- To ensure that all key staff, learners, customers, suppliers and sub-contractors are aware of and comply with the organisational environmental policy
- Provide necessary and appropriate resources to effectively implement the organisations environmental policy
- Provide systems and procedures to ensure objectives and targets have been met in order to improve environmental management and performance and reduce environmental impacts
- Reduce the impact arising from the consumption of energy, transport, the generation of waste and the consumption of office materials
- Reduce, Re-use, Recycle, Reconsider, Refuse
- To achieve environmental good practice through the implementation of an Environmental Management System that meets the
- requirements of the Green Dragon Environmental Standard™ whilst also supporting government policy for sustainable development
- To work with the local community, public and private sector organisations to promote environmental awareness and sustainable development

#### **3 key Objectives and Targets**

- manage increases in energy consumption by not exceeding a 2% increase in line with new/re opening premises.
- promote recycling and limit waste production
- continue to monitor c02 emissions from vehicles and aim to reduce miles travelled by 1% through increasing the use of online learning and teams whilst managing the increase of face-to-face learning in some apprenticeship route

### **Responsibilities**

**The Board of Directors have responsibility for:**

- Ensuring ETG fully meets its legal requirements.
- Ensuring effective implementation and monitoring of this policy and continuous improvement.
- Ensuring the policy is continuously reviewed and that all employees receive adequate training.

**Educ8 Group Ltd**  
**Environmental Sustainability Policy**

**The senior management team have responsibility for:**

- Providing a consistently high profile lead on all issues contained within the policy
- Ensuring all aims and objectives of the policy are effectively implemented
- Ensuring all employees are fully aware of their individual and collective responsibilities.
- Providing appropriate training and development activities to ensure employees have the skills and knowledge to support this policy
- Ensuring that appropriate action is taken against anyone found to be in breach of the content of this policy

**Managers have responsibility for:**

- Proactively communicating commitment to this policy to sub-contractors, learners, employers, employees and external stakeholders.
- Ensuring consistent behaviours and standards from all employees.
- Ensuring their team members are made aware of their responsibilities and are provided with appropriate training and support.
- Ensuring compliance with Environmental Sustainability related accreditations and maintain the required levels of governance.
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

**All employees have responsibility for:**

- Ensuring that environmental sustainability is effectively integrated into the professional practice of teaching, research and service delivery.
- Maintaining an awareness of environmental sustainability by attending employee development programmes.
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

**All learners have responsibility for:**

- Taking equal responsibility in ensuring that we engage in an environmentally sustainable learning environment
- Fully engage in activities aimed to develop awareness of environmental issues
- Behave in a socially responsible manner at all times

**Implementation**

The ETG board will take full responsibility for implementing this policy using the following methodology:

**Organisational Commitment and Leadership** – ETG is committed to Environmental Sustainability through the adoption of socially responsible business practises and effective governance. These practises will include a robust and accredited Environmental Management System and other related external accreditations.

It is the belief of ETG that its sub-contractors and their respective staff should act as role models for learners and employers and take every opportunity to positively promote the benefits of Environmental Sustainability.

**Stakeholder and Community Partnerships** – ETG is committed to improving the work-based learning sector with regards to Environmental Sustainability. The organisation will seek to support groups of providers and stakeholder organisations in best practise sharing, dialogue initiation,

**Educ8 Group Ltd**  
**Environmental Sustainability Policy**

promotional activities, partnership working and employer awareness.

Opportunities are sought to engage with local community, public and private sector organisations to maximise knowledge sharing and efficient resource utilisation within the sector. Effective engagement will be sought with other providers and stakeholders with a view to overall sector improvement to the benefit of learners.

Appropriate training and development activities will be provided to ensure employees are equipped with the skills and knowledge to fully implement this policy.

**Communication**

This policy will be made available in hard copy or electronic format.

Training activities will be introduced to ensure all employees are fully conversant with the content of this policy.

Employers and learners will be provided with access to this policy in electronic and hard copy formats at the start of the training programme.

**Complaints**

All complaints will be taken seriously and dealt with in a timely and sensitive manner, in accordance with the ETG Complaints Policy

**Monitoring and review processes**

This policy will be reviewed, via the SMT, on an annual basis to ensure it continues to meet the needs of the business.

Data and performance targets associated with this policy will be reviewed on an annual basis as part of the Environmental Management System review.

Signed:



Head of Human Resources