

# Sustainability Policy

Fareport Training Organisation Limited (FTO) is committed to promoting the principles of sustainability. FTO aims to protect and enhancement of the environment to both staff and learners regarding environmental issues. FTO recognises that it can contribute towards conservation and protection of the environment. FTO has resolved to improve its own environmental practices and to promote awareness of environmental responsibilities among all staff and learners. FTO aims to not only promote good sustainability practice within our own organisation, but to encourage our stakeholders to do likewise.

## Background

The Brundtland Commission produced the publication *'Our Common Future'* in 1987 which provided a key reference point for the concept of sustainable development, warning that economic growth should not continue unchecked due to adverse effects on natural resources and damage to the environment. The report provided a defining statement in relation to sustainable development:

*'Development that meets the needs of the present without compromising the ability of future generations to meet their needs'*

One of the policy responses at European Level included the European Union long-term Sustainable Development Strategy to:

*'Dovetail the policies for economically, socially and environmentally sustainable development, its goal being sustainable improvement of the well-being and standard of living of current and future generations'*

The UK Government launched its national strategy for sustainable development, *'Securing the Future'* in March 2005, which agreed four priority areas:

- Sustainable consumption and production
- Climate change
- Natural resource protection
- Sustainable communities

The UK passed legislation which introduces the world's first long-term binding framework to tackle climate change. The '*Climate Change Bill*' became law on the 26<sup>th</sup> November 2006 and subsequently, a legally binding commitment was made to reduce carbon emissions by 34% by 2020. The two key aims underpinning the Bill are:

- *To improve carbon management and help the transition towards a low carbon economy in the UK*
- *To demonstrate strong UK leadership internationally, signalling commitment to taking a share of responsibility for reducing global emissions*

The European Social Fund (ESF) and its co-financing Organisations have dictated the approach taken to sustainable development, building on initiatives at global, European and national level outlined above. Therefore, in addition to aligning ESF activity to meet policy objectives, ESF funded providers also need to align activity with policy. From this the Sustainable Procurement Strategy (2007) and Sustainable Development Action Plan were published. The key principals were:

- Efficiency- using influence to stimulate innovation and better product design across markets
- Equality- influencing suppliers to promote equality in their employment practices
- Competition- promoting supplier diversity in supply chains

ESF providers therefore have contractual obligations to activity promote sustainable development as a result. FTO have considered the following within this Policy and the Environmental and Sustainable Development Action Plan:

- Minimisation of waste
- Energy and transport use
- Promotion of public transport
- Raising awareness amongst staff

FTO also comply with the relevant environmental legislation and give full assurance of:

- Waste disposal by a registered waste collector in accordance with the current government regulations
- The observation of Waste Electrical and Electronic Equipment (WEEE) regulations with regards to disposal of electrical equipment

## Principles

This policy is based on the following principles:

- To comply with all legislation, regulations and codes of practice applicable to FTO
- To ensure that when making business decisions, any potential sustainability issues are considered
- To ensure all staff are made aware of this policy and understand their role and responsibility regarding sustainability within their work practices
- To raise awareness of this policy with our stakeholders to encourage them to promote sustainable management practices

## Aims

- To improve awareness and understanding of environmental issues and sustainability development in the organisation
- To encourage all staff and learners to be active participants in environmental initiatives
- To improve the way the organisation manages its own environment
- To work with local community to improve the local environment and promote sustainable development
- To improve energy performance and reduce the carbon footprint of FTO

## Objectives

- Where possible FTO recycle waste. This is especially with regards to domestic waste and team members will take own domestic waste to the local re-cycling centre
- Use registered waste collection agents which includes electrical waste
- FTO contract with a shredding paper waste organisation in-line with GDPR, who in-turn re-cycle the waste
- Carbon footprint reduction using technologies for teaching, learning and assessment where appropriate. 'Cut the Carbon' project 2011 enabled FTO to monitor and trial effective methods which were adopted by all staff
- All staff to incorporate relevant environmental training within the curriculum where appropriate
- External visits to be planned by location to reduce the travel distance, therefore reduced fuel costs & increased use of e-technology to reduce visits
- When and where appropriate, team members work from home to reduce distance travelled
- Where possible use of public transport is encouraged
- Staff training to incorporate best use of technology to reduce the carbon footprint

- Maintain and develop appropriate local and regional partnerships to maximise benefits to the community
- Support local markets, ethical and fair-trade, and social responsibility initiatives within the community
- Consider sharing facilities with the local community agencies and groups to make the best use of resources (i.e. through partnership work and utilise employer workspaces for central training locations)
- Continue to reduce printing by the enhanced use of e-resources and e-storage of documentation
- Re-cycling of stationary such as folders and other equipment on a regular basis

FTO have reflected on the findings of the 'Cut the Carbon' project which identified that:

Savings for one month's apprenticeship provision, for 11 apprentices of:

- **46kg of CO<sub>2</sub> emissions = 4.2 kg/apprentice per month**
- **£97 in travel expenses = £8.82/apprentice per month**
- **10 hours, 6 minutes = 55 minutes/apprentice per month**

FTO Trainers, who deliver the office based apprenticeships, averagely do approximately 830 miles per month. If we can reduce this by 50% the reduction in carbon emissions in just one department could equate to around 110 kg CO<sub>2</sub>.

These findings are the basis of FTO's carbon reduction commitment.

**Signed by**



**Natalie Cahill, Chief Executive**

Reviewed: Jan 23

## Environmental and Sustainability Implementation Plan

2022-2023

| Area             | Practice Level/Standard & Score | Evidence  | Action  | Review Date |
|------------------|---------------------------------|---|---|-------------|
| People           | Foundation Level 1              | Sustainable procurement champion identified. Key procurement staff have received basic training in environmental and sustainable procurement principals. Sustainable procurement is included as part of a key employee induction programme. | <p>Include duty into key manager's duties</p> <p>Reduce Carbon footprint through less travel and greater use of IT</p> <p>Recycle 80% of staff waste</p> <p>Recycle 80% of business waste</p> | Dec23       |
| Policy Statement | Good (5)                        | General statement of policy recognising the importance of the environment and sustainability. Confirmation of intent to comply with relevant legislation.   | Continue to monitor and enhance policy taking into account development  | Dec 21      |
| Revision History | Advanced (8)                    | Revision history showing updates every 2 years or less  | Continue to review annually   | Annually    |
| Commitment       | Good (4)                        | Commitment from CEO   | CEO lead on policy  | Annually    |
| Scope            | Advanced (6)                    | Scope extends to other  | Review of impact such as  | Dec 23      |

|               |          |  |  |          |
|---------------|----------|--|--|----------|
|               |          | environmental sustainability impacts such as resource use, recycling materials, carbon management, supplier awareness and cascade of requirement through the supply chain.   | carbon management, use if technology and public transport  |          |
| Objectives    | Good (3) | Measurable objectives for each identified sustainability impact (include waste disposal compliance, minimisation of energy and transport use, promotion of public transport) | Increased measurable targets<br><br>Disposal of IT and other electronic equipment ensuring 100% recycled | Dec 23   |
| Communication | Good (4) | Commitment to communication to staff and to include training programmes  | Increased communication with staff and stakeholders inc. social media & Awareness Day promotion          | Annually |
| Monitoring    | Good (3) | Commitment to monitor key objectives in general accordance with recognise standard   | Monitoring key objectives to set updated targets   | Annually |
| Reporting     | Good (3) | Commitment to include environmental and sustainability issues and measures in annual report.   | To include sustainability issues and measures in annual report   | Dec 23   |

|              |       |                                     |  |  |
|--------------|-------|-------------------------------------|--|--|
|              |       | Demonstrable success with easy wins |  |  |
| <b>Total</b> | 36/80 |                                     |  |  |