

N-GAGED

Training

N-Gaged Training and Recruitment

Sustainability – Environmental Policy

May 2016

Review Date: May 2017

This document was last updated:

May 2016

Signed:



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Managing Director

Sustainability/Environmental Policy

May 2016

N-Gaged Training & Recruitment Ltd. believes that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

For any issues related to Environmental Policy linked to this business please contact:

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Implementation Plan

What	How	By When	By Whom	Evidence
Reduce consumption and energy from lighting and light pollution	Replace with LED bulbs Use PIR lighting	Ongoing Implemented	Hotel management	Lighting implemented and being used
Paper Usage	Through use of Power-Retrieve electronic scanning system. Making quality processes paper free	Implemented and in use Initially implemented and continually adding to paper free quality processes	Management team Quality Manager	Electronic Files Quality recording systems
Reduce Heating (energy consumption)	Increasing of insulation Installing digital boiler Heating timed	Insulation ongoing as and when work done Boiler now installed	Hotel Management	Evidence of work completed through hotel records
Delivery	Code of behaviour discussed complaints procedures, what equality means, etc. Importance of equality, relevance to employment, education and training	Learner Induction Throughout Courses IAG	All delivery staff	Learner records Lesson plans
Recycling and use of recycled materials	Separate bins/containers Training Use of recycled materials	Implemented On induction Use of recycled materials is looked at on an ongoing basis. Toilet roll and printer paper is currently made from recycled materials	Hotel Management N-Gaged Management/HR	Use of recyclable materials and evidence of recycling containers.
Product purchase	Aim to purchase products that are environmentally friendly and do least damage to the environment	Ongoing	Hotel Management	Labelling on products