

TrainPlus Sustainability Policy

Lead Responsibility	Lisa Short	Approved by	Lisa Short
Version	V4 - 2024	Date of Approval	05/06/2024
Effective from	05/06/2024	Next review date	June 2025
Policy applicable to	ALL EMPLOYEES and FREELANCE STAFF		
Record of Changes:	<ul style="list-style-type: none"> • Section 'Travel and Meetings' – Replaced 'Teleconferencing or video conferencing' with 'Microsoft Teams and/or Smart Sessions' • Changed 'PHA' to 'Public Health Authority' 		

TrainPlus Sustainability Policy

TrainPlus Ltd is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to TrainPlus' professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles: -

- Our Sustainability Policy is based upon the following principles:
- To comply with and exceed, where practicable, all applicable legislation, regulations, and codes of practice
- To integrate sustainability considerations into all our business decisions
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it
- To minimise the impact on sustainability of all office and transportation activities
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainable management practices
- To review and to strive to improve our sustainability performance

Practical steps: -

In order to put these principles into practice we will:

Travel and meetings

- Walk, cycle and/or use public transport to attend meetings, site visits etc, apart from in circumstances where the alternatives are impractical and/or cost prohibitive
- Share transport if possible
- Where the only practical alternative is to fly, we will purchase appropriate offsets
- Avoid or reduce physically travelling to meetings etc where alternatives are available and practical, such as using Microsoft Teams and/or Smart Sessions, and efficient timing of meetings to avoid multiple trips
- Reduce annual car mileage and purchase appropriate offsets for all staff business and personal mileage
- Replace company cars with more efficient models as they become due for replacement

Purchase of equipment and consumption of resources

- Minimise our use of paper and other office consumables, for example by reusing and duplexing all paper used, and identifying opportunities to reduce waste. Purchase office paper produced from sustainable sources
- Issue documents electronically wherever possible
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer and printer supplies and redundant equipment
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and by good housekeeping
- Wherever possible use rechargeable batteries, investigate the opportunity for energy generation from renewable sources.
- Investigate the opportunity for energy generation from renewable resources.
- Purchase electricity from a supplier committed to renewable energy.
- Ensure that timber furniture and any other timber products are recycled or are from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified
- Purchase Fair Trade and/or organic beverages wherever possible
- Minimise office fuel and energy consumption

Working practices and advice to clients

- Ensure that any associates that we employ take account of sustainability issues in their advice to clients
- Include a copy of our Sustainability Policy in all our proposals to clients
- Comply with relevant environmental legislation relating to the Public Health Authority's activities, products, and services

Monitoring and reporting: -

Our Sustainability Policy will be monitored annually and reviewed by the Partners. The Partners will seek to continually improve environmental performance.

Action and summary

Stationery	We are moving to use of fully recyclable and recycled stationery products where available.
Smart Assessor	Online Portfolio System implemented and achieved