

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 2 Two 01/01/2021 01/01/2022
TITLE: ATC Sustainability Policy		APPROVED BY: Directors	

1. Policy aim and purpose

This policy seeks to set comprehensive guidelines which define the roles and responsibilities of the directors and staff in supporting and promoting sustainable development. The policy details our commitment to achieving environmental, social and economic growth simultaneously in accordance with the UK's Framework for Sustainable Development. It ensures that environmental protection and the sustainability agenda underpin programme planning, development and delivery through careful use of natural resources and by recognising the basic rights of everyone to live a quality life based on principle of environmental and social sustainability.

Our Commitment:

- Raise sustainability and environmental awareness- promote ethically responsible behaviours in all staff to meet indicators and best practice requirements in respect of sustainability.
- Minimisation of waste by reduction, reuse, recycling and repair methods - provide arrangements to recycle waste and promote the reduced use of paper.
- Conservation of water and other natural resources - achieve an average water consumption.
- Purchasing of products and services in regard to their environmental impact - take account of whole life costs and not just the initial price when assessing value for money; require that energy efficient light saving options are chosen when upgrading fittings.
- Using energy efficiently to minimise greenhouse gas emission -
- All electronic appliances, including computers, printers and photocopiers are to be switched off at the end of the day All heating systems to have sufficient means of control

to ensure they are only operating when the relevant areas are occupied and that areas are heated to the required temperature.

- Increased use of sustainable travel both in commuting and on business and reduce carbon emissions from travel necessary for administrative operations - public transport is always considered as the first option for business travel taking into account value for money.
- Requirement for directors, staff and subcontractors to comply with all relevant environmental legislative and other requirements.

2. Approved Training Centre Commitment

Train staff to raise awareness on waste management, legal requirements and environmental best practice.

Adherence to the policy and guidelines is monitored, promoted and implemented by the Directors.

The Directors are responsible for:

- Identifying and quantifying the environmental impact of all company activities.
- Reviewing this policy annually basing decisions and changes on the progress of the environmental strategy and make recommendations for the following year.
- Promoting, monitoring and implementing of environmental best practice in the workplace.

3. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	01/07/2020	Krystal Buckley
2	Written, Checked and Approved	01/01/2021	Krystal Buckley

Internal Documents & Forms

1. Triton Training ATC Sustainability Plan

Sources of Information

1. <https://www.princes-trust.org.uk/help-for-young-people/tools-resources/business-tools/sustainability>
2. <http://www.legislation.gov.uk/all?theme=environment>