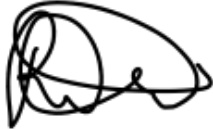




## Environmental & Sustainability Policy

Review date: July 2024

|   |          |                 |                           |
|---|----------|-----------------|---------------------------|
| <b>Approved by</b>  | RK Jones | <b>Position</b> | Director                  |
|  |          | <b>Date</b>     | 7 <sup>th</sup> June 2023 |

### Document Control

| Date       | Review & Revision  | By           |
|------------|--|--------------|
| 07/06/2023 | RJ Named as responsible person and the platforms used, i.e RecordMy etc. | Quality Lead |
|            |  |              |

## Scope

This statement outlines the general responsibilities and requirements Multi Trades Training Ltd (MTT) expect from members of staff, learners, and employees in their day-to-day activities, collectively referred to as MMT in this policy.

The overall responsibility for environmental protection (EP) within MTT is vested in the Director and CEO, Robert Jones and thereby the principal responsible person under the EP Act 1990 and Environmental Act 1995. This Environmental Policy is to be observed throughout MTT and reflects the importance to the protection of the environment.

MTT will:

- Meet all the requirements of Environmental Protection Legislation and the requirements of all EP policy, publications and instructions.
- Adopt best practice in process operations and use the best available techniques not entailing excessive costs to minimise adverse effects on the environment.
- Monitor, identify and measure the environmental effects that MTT may have on the environment and manage its compliance accordingly.
- Exercise its environmental responsibilities through the organisation and ensure that appropriate controls are in place to comply with this policy.
- Require that every employee take reasonable care to protect the environment from his or her acts or omissions and to report any matters of concern to their direct line Manager for investigation.
- Furthermore, MTT is committed to the effective use of resources and to the minimisation of waste and where practicable, to the re-cycling of waste products created by the Company's activities, and to environmentally responsible waste disposal. MTT are also committed to minimising energy consumption.

Multi Trades Training are committed to sustainable development, this means meeting current needs without compromising future needs of generation.

This policy has been designed to help our organisation

- Meet current environmentally related legislation
- Save money in terms of consumption, recycling and waste in all areas
- Increase efficiency throughout the supply chain
- Differentiate the company from the competition
- Improve reputation with stakeholders

## Sustainability

Sustainability is the convergence of three distinct areas:

- Social sustainability
- Economic sustainability
- Environmental sustainability

Within each area, MTT have specific goals and targets.

Our vision is to become a more efficient, more responsive training provider that provides a better access to training and experience for our learners and clients which allows the achievement of goals at individual and national level.

We are sympathetic to the needs of learners, employers, government bodies, awarding organisations and suppliers of equipment and materials and are conscientious in how we source our materials and minimise the resultant waste.

## Delivery

To deliver our goals and strategies we will:

- Set continuous improvement targets by which our performance can be measured and demonstrated, through the development and update of Self-Assessment Report and Quality Improvement Plan for both internal and external staff and visitors
- Identify opportunities and take action where practicable to improve sustainability and to meet legal obligations
- Continue to move forward in the world of progressive technology utilising digital alternatives to standard paper by using a paperless online portfolio which facilitates online questions and answers to be completed digitally and authenticated.
- MTT uses the Learner Management System (LMS) Maytas to further mitigate the use of physical resources along with OneFile, Ipegs and Adobe along with the RecordMy platform to monitor learner support and safeguarding issues. It is MTTs policy to consider digital before paper.
- Continue to use effective route planning to minimise fuel consumption and emissions.
- Identify and mitigate adverse impacts and risks.
- Embed the sustainability policy and practice into all of our management systems for operating, maintaining, renewing and enhancing the learner experience, including standards, processes, procedures and assurance.
- Provide the right level of advice, awareness and competency to our people and to our contractors' employees.

## Definitions

1. **Social** – Community, Market place (Clients and learners), workplace (our employees)
2. **Environment** – Impact of our business on the environment
3. **Economic** – Meeting and exceeding learner/ client expectations

## Social Sustainability Breakdown

- Community
- Market place – learners and clients
- Workplace – our staff and employees

### Community

As a relatively new UK's independent training providers, MTT currently trains over 100 learners per year and so has a growing responsibility to local communities. Our priorities are to offer exceptional training that can be accessed by all and exceed the expectations of learners, employers, the wider community and public.

| Area   | Goal  | Strategy   |
|--|---|--|
| Community<br>Social commitment                                       | To be recognised as a good corporate organisation                                 | <ul style="list-style-type: none"> <li>• to align our charitable giving with the Company's activities</li> <li>• to actively encourage our people to get involved in charity work</li> </ul>   |
| Learners and clients   | To exceed the expectations of the learners  | <ul style="list-style-type: none"> <li>• to respond in a professional and timely manner to public enquiries</li> <li>• To continually improve public and employer perception and experience of MTT</li> <li>• Set and monitor internal KPI's to meet client expectation.</li> <li>• Analyse data from customer feedback</li> </ul> |
| Community relationships<br>Employers and awarding body relationships | To improve the opportunity for participation and achievement for all participants | <ul style="list-style-type: none"> <li>• to provide a positive environment for all participants, learners and public</li> <li>• to educate the public about the progression and qualification within the industry sector</li> </ul>  |

### Marketplace – learners and clients

We need to satisfy and exceed our client's expectations – i.e. clients, learners and employers with appropriate accessible, affordable and progressive training courses and provision.

| Area   | Goal   | Strategy  |
|--|--|---|
| Marketplace –<br>Training programmes and services<br>Accessibility<br>Affordability<br>Safety and personal security<br>Vocational training information | To maintain position of the best and most established private training provider across its sectors | <ul style="list-style-type: none"> <li>• to continue to develop and maintain excellent employer relationships</li> <li>• to seek continuous improvement to maintain accessibility and achievement</li> <li>• to seek continuous improvement to learner perception and experience of training at various sites and partner sites</li> <li>• to provide facilities to create a safe, secure and welcoming learning environment</li> </ul> |

## Workplace – our employees and associates

MTT sees the need to inspire and excite our people and to attract and retain the right people. We need to have policies that recognise the contribution our people make and the value they add. Issues of employee relations, employee health and employee development are of great importance, as are issues of social inclusion this is communicated internally through the employee handbook.

| Area                   | Goal   | Strategy   |
|------------------------|--|--|
| Workplace – our people | To have fully engaged employees to continue to use the annual employee appraisal system to encourage managers to engage their people | <ul style="list-style-type: none"> <li>to provide support to line managers through specific training, embedding people policies, processes and communication</li> <li>to blend experienced leadership from within MTT and people from outside the Company (consultants)</li> </ul>   |
| Employee relations     | To recruit and retain high potential and high performing individuals   | <ul style="list-style-type: none"> <li>to use training and development as a strategic investment and a way of shaping culture and behaviour in the organisation</li> <li>to actively facilitate the career development and training of high potential employees</li> <li>to support all staff</li> </ul>   |
| Employee development   | To be known as a great developer of both leadership and technical skills   | <ul style="list-style-type: none"> <li>to develop high quality, internal accredited training</li> <li>to enable employees to further develop their professional and personal skills</li> </ul>   |
| Social inclusion       | To develop a workforce that is reflective of the UK's national and local demographics  | <ul style="list-style-type: none"> <li>to encourage a diverse applicant base</li> <li>to implement effective and appropriate diversity policies</li> <li>to meet the emerging needs of a diverse and changing population</li> </ul>  |
| Employee health        | To maintain a safe and healthy workforce   | <ul style="list-style-type: none"> <li>to continue to reduce risk from working in the sites and at employer premises,</li> <li>to provide a safer workplace for our people</li> <li>to promote safety and well-being amongst all employees</li> <li>to provide support to employees and their families, during times of serious illness</li> </ul> |

## Environment Sustainability Breakdown

Environmental sustainability is about achieving more with the use of less physical resources.

| Area  | Goal  | Strategy   |
|---|---|--|
| <b>Environment</b><br>Waste and pollution<br>Water and material use | To achieve sustainable consumption and production   | <ul style="list-style-type: none"> <li>to reduce waste, in terms of materials and energy, and recycle whenever possible</li> <li>to increase the use of sustainable materials e.g. recycled paper</li> </ul>       |
| Fuel Consumption  | To minimise the use of fuel and emission in the delivery of training via the mobile workshop and assessment | <ul style="list-style-type: none"> <li>to maintain strict route planning to cluster physical visits to minimise mileage, fuel and wear and tear on vehicles</li> </ul>   |
| Climate change (including energy use)                               | To protect natural resources  | <ul style="list-style-type: none"> <li>to improve the energy efficiency of running the site with efficient heating and insulation</li> </ul>   |
| Air quality, ventilation<br>Noise                                   | To achieve environmentally friendly training room   | <ul style="list-style-type: none"> <li>to reduce the risk of impact on air quality and the natural environment by the use of chemicals through sourcing and promoting low odour treatments and services</li> </ul> |

## Economic Sustainability Breakdown

Economic sustainability is about the marketplace in which we operate. It is about meeting and if possible, exceeding the expectations of our customers, our suppliers, our stakeholders and our funders.

To meet their expectations, we know that we must provide outstanding service and value to our customers in training delivery, materials, assessment, and support in a professional manner. This will lead to respect of all our clients, customer, staff, suppliers and contractors.

| Area   | Goal  | Strategy  |
|--|---|---|
| Economic sustainability  | To improve the economic value to society from the existing training provision       | <ul style="list-style-type: none"> <li>to improve consistency of delivery and reliability</li> <li>to deliver progression routes and support for all learners</li> </ul>  |
| Purchasing and procurement                                     | To reduce the level of costs required to support the provision of existing services | <ul style="list-style-type: none"> <li>to reduce the cost of providing training materials</li> <li>to make decisions based upon lifelong learning journey of the learner</li> <li>to reduce the future cost of maintaining the external training sites</li> <li>to increase the income generated from consumer and additional external commercial activities</li> </ul> |
| Asset management<br>Affordability and cost/benefits to society | To encourage owner operated investment in MTT to facilitate additional sites        | <ul style="list-style-type: none"> <li>to improve the value delivered by investment schemes</li> </ul>  |