

ENVIRONMENTAL POLICY

Family:	Finance
Reference Code	F/2
Line Manager Responsible:	Account
Approval Date:	17 th July 2018
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Policy Statement

Free2Learn Ltd aims to apply the principle of sustainable development, meeting the needs of the present without compromising on the needs of the future generations:

- Communicate the importance of environment issues to our employees.
- Free2Learn, its directors and employees will at all times make the best possible effort to comply with all applicable laws and regulations relating to the environment.
- We will set targets annually in order to achieve continuous improvement.
- All senior management shall be responsible for ensuring compliance with the Free2Learn policy, including the establishment of programmes and reporting requirements throughout their organisation.
- We will incorporate in our environmental practices the best available technology that is economically achievable.
- We will minimise the use of all materials and energy and not use any materials derived from endangered species.
- Try and work towards reducing carbon footprint, improve recycling, reduce reliance on packaging, minimising waste, improve efficiencies on finite natural resources in all companies operations.
- We will communicate regularly with our stakeholders, staff, and customers, on matters of environmental policy and practices and encourage feedback
- We will implement policies, procedures and management systems to assess and monitor, on a continuous basis.

Environmental Implementation Plan

Action	Tasks	Due
Maximise the energy and water efficiency on all existing premises.	Constantly control the spend of the water and energy. Ensure staff receive energy saving and sustainability policy information at time of induction.	Immediate and Ongoing
<ul style="list-style-type: none"> Switch off lights when area not in use 	Implementation of 'switch off' signs by all light switches	Immediate and Ongoing
<ul style="list-style-type: none"> Ensure all automatic lights are working correctly and timers are set to minimum period when detecting movement 	Monthly checks of lights not working to be reported to the Facilities Manager	Immediate and Ongoing
<ul style="list-style-type: none"> Wherever possible, install energy saver bulbs and tube lights 	Obtain quote from electrical contractor to change lights in high footfall area	Immediate and Ongoing
<ul style="list-style-type: none"> Wherever possible use portable energy saver heaters to heat only areas in use 	Energy saver heater currently in use in all populated areas	Immediate and Ongoing
<ul style="list-style-type: none"> Minimum use of lifts 	Ensure classrooms are populated to maximum capacity on each lower floor ensuring lifts are used to a minimum. Make learners aware of the benefits of using stairs as part of daily exercise health routine	Immediate and Ongoing
<ul style="list-style-type: none"> Maximise the use and value of materials in the waste stream and create opportunities to contribute to the green economy 	Promote the contribution to the green economy.	Immediate and Ongoing

<ul style="list-style-type: none"> • Ensure that all the buildings have “smart mobility” in order to improve air quality, reduce congestion and improve marketability 	Promote the use of the public transport by the learners and staff as all the centres have the public transport accessibility.	On-going
<ul style="list-style-type: none"> • Promote wellbeing and Health and Safety among the learners 	Wellbeing and health and safety information to be included in the learner’s leaflet and classroom sessions.	On-going

REVIEW

This policy and its practical application will be reviewed annually (or more frequently, if legislation and best practice make it necessary), by Senior Management Team.

Any changes to the policy will be communicated to all employees, volunteers and partners.