

## SUSTAINABILITY POLICY

<b>Family:</b>	Finance
<b>Reference Code</b>	Q/1
<b>Line Manager Responsible:</b>	Finance and Resources
<b>Approval Date:</b>	31 July 2019
<b>Issue Date:</b>	1 <sup>st</sup> August 2019
<b>Review Date:</b>	31 <sup>st</sup> July 2020

## Policy Statement

Free2Learn is committed to supporting the delivery of the UN's 2030 Sustainable Development Goals. We will seek to minimise our potential impact on the environment, support improvements within the communities in which we work, and adhere to sustainable economic principles in all that we do. This is strongly in line with the way in which we operate to strong commercial principles and guided by a strong moral compass.

As a prime contractor for government funded provision, Free2Learn will work in partnership with our staff, suppliers and contractors to minimise the environmental and social impacts of our business, supporting the government's, and global community's, sustainable development strategy.

Free2Learn are committed to reducing the impact of our business activities on the environment through:

- reducing consumption of natural resources (energy, water and raw materials) and conserving energy through implementation of effective housekeeping policies.
- consuming and purchasing less by identifying and eradicating wasteful practice.
- minimising and recycling waste, through a “reduce, reuse and recycle” framework.
- disposing of waste responsibly, including in line with the current Waste Electrical and Electronic Equipment (WEEE) regulations for electronic equipment. These are the recycling/electronicwaste centres the company uses:
  - Islington Council Textile and Small Electrical Recycling site Corner of, Wyclif St, Clerkenwell, London EC1V 0EL
  - Waste recycling centre at Smugglers Way SW18 1JS
  - Crow Piece Ln, Slough SL2 3TG
  - First Mile, 22 Highbury Grove, Highbury East, London N5 2ER
- encouraging use of sustainable and environmentally responsible modes of transport.
- developing innovative methods of delivery that consider environmental, economic and social impacts.
- implementing a training programme for staff through Staff Inductions and Team meetings, to raise awareness of environmental issues and enlist their support in improving Free2Learn's performance.

Through our service delivery, we will support the development of the communities in which we work through:

- understanding the social challenges within our chosen markets and the communities we serve, and adapting our services to address these challenges.

- incorporating socially inclusive activities within our delivery models.
- maximising environmental and community benefits through the training and other back to work activities we organise for customers.
- promoting skills and job opportunities that will work to improving conservation.
- identifying and using opportunities for education and sharing of best practice with customers, partners and stakeholders.
- reducing disadvantage and addressing local skills gaps where possible through our programme delivery.
- supporting local community and third sector organisations to improve local services and community cohesion.

## Communication

This policy will be available for all customers, partners, suppliers and other interested parties via the Free2Learn and our company website.

Employees and volunteers will receive an introduction to this Policy and provided with training in sustainability to ensure they understand the importance of these issues and how to effectively support implementation of our policy.

We will require all partners providing a service on our behalf, to meet a minimum standard in sustainable development through implementation of a policy and objectives that mirror those outlined in this policy.

Where appropriate we will support subcontractors by offering access to training, sharing best practice, and will have regular discussions about this theme as part of our subcontractor management activity.

## Definitions

Sustainable Development is defined as “action for people, planet and prosperity”. Sustainable development must address environmental, economic, and social factors and the interrelationships between them. The UN has launched 17 new Sustainable Development Goals, that build on the Millennium Development Goals. They are integrated and indivisible and balance the three dimensions of sustainable development: the economic, social and environmental. For our first year of action under these new Goals, we have selected four priority areas:

- Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all;
- Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all;
- Ensure sustainable consumption and production patterns; and
- Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation.

These aims will form part of our overall approach to service delivery, management and wider business activities. They will be reviewed and updated annually.

## Sustainable Procurement

Through effective procurement processes, Free2Learn will meet the needs for goods, services, works and utilities in a way that achieves value for money on a whole-life basis, generating benefits for the organisation, and for society and the economy, whilst minimising our environmental impact.

We will incorporate a process of environmental and social risk assessment into procurement activities focusing on expenditure that constitutes our largest areas of spend, and those with a clear

sustainability risk. Consideration will be given to the design, resource sourcing, production, transportation, service delivery, operation and maintenance, reuse, recycling and disposal. Responsibility will lie with the procuring manager to remove, reduce and manage risk in line with their assessment.

We are committed to:

- adopting a “whole-life-cycle” approach to procurement decisions.
- integrating appropriate environmental, ethical and social requirements into all procurement activities, e.g. pre-qualification, specification and evaluation stages for preferred suppliers and contractors.
- purchasing goods and services that have been produced or are delivered with minimum impact on the environment.
- having due regard for social issues such as employment conditions and welfare within our supply chain.
- being a “Living Wage” employer.
- meeting local needs using local resources and organisations to promote environmental, economic and social sustainability.
- encouraging a diverse range of suppliers to compete to provide services, materials or expertise, promoting equal opportunities to businesses owned by under-represented groups contributing to increased social and economic sustainability.

Sustainability will be a key consideration in the way we influence suppliers and contractors. We will make all of those who work with us aware of our environmental and social criteria and will seek assurance from suppliers before entering into long-term contracts, that their practices reflect our policy.

### **Action Planning**

Free2Learn will measure our sustainable development impact and set targets and objectives for ongoing improvement in the form of an organisational annual self-assessment and action plan covering all business areas (Appendix 1).

The Action plan will be a live document to enable us to collectively and proactively progress the sustainability agenda and our performance against our policy commitments. The Action Plan will be review and updated annually.

This requirement will be disseminated on projects delivered via a subcontractor network, ensuring local assessment and subcontractor specific objectives are in place, which will be monitored as part of our management activity

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### **Responsibilities**

While all staff within Free2Learn Group have a responsibility to uphold the commitments in this policy, specific responsibilities are as follows:

- Group Chief Executive - responsible for overseeing the implementation and maintenance of this policy.

- Free2Learn Senior Management Team - responsible for ensuring that sufficient resources are available to facilitate the effective implementation and maintenance of this policy, and giving their full support to identifying and changing corporate processes and practices which impact on the environment, and promote sustainable development. Responsible for reviewing action plan progress.

Finance Director - ensuring this policy is fully and effectively implemented, and ensuring that relevant processes and practices are in place, and for reporting to the Board on its performance.

- Managers - ensuring an impact assessment for their individual contract is undertaken to identify objectives relevant to their area of delivery within three months of contract start and implementing a resulting Sustainability Action Plan in keeping with the general commitments of this policy.
- All employees - responsible for ensuring that their work areas and activities are operating in accordance with company environmental standards, and that they report any environmental issues to their line manager.

## 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.

## Appendix 1 - Sustainable Development Action Plan 2018/19

### Objective: Reduce the Environmental Footprint

Goal	Sustainable Development Aspect	Actions
Minimising the use of energy, water and materials	Energy: To reduce usage of electricity	1. Turn lights off whenever possible, especially if not to be used for 2 hours  2. Switch off computers and other electrical appliances over night

<p><b>Promoting the use of green or public transport</b></p>	<p>Travel: To reduce transport costs and therefore impact on environment</p>	<ol style="list-style-type: none"> <li>1. Use public transport where possible</li> <li>2. Walk if it is safe to do so</li> <li>3. Where more than one person is travelling travel together, especially by car</li> </ol>
<p><b>Minimising waste and increasing recycling levels</b></p>	<p>Paper: To recycle as much as possible and to reduce paper purchasing</p>	<ol style="list-style-type: none"> <li>1. To implement paper recycling points</li> <li>2. All confidential waste paper to be shredded and then recycled</li> </ol>
<p><b>Utilising Recycled Goods within Operations</b></p>	<p>Computers &amp; electrical appliances: All computers and electrical appliances to be recycled</p>	<ol style="list-style-type: none"> <li>1. Recycle computers and related hardware</li> <li>2. Recycle mobile phones</li> </ol>
<p><b>Providing effective low carbon delivery methods</b></p>	<p>Communication: To use electronic means of communication wherever possible and reduce use of paper and other related costs</p>	<ol style="list-style-type: none"> <li>1. Use email wherever possible</li> <li>2. Use central drives to store useful organisational information</li> <li>3. Use internet to research information</li> <li>4. Use internal designated servers to share project information etc</li> </ol>

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