ENVIRONMENT AND SUSTAINABILITY POLICY

GHQ is committed to efficiency in its use of energy and non renewable resources. All Directors, management and employees are obliged to comply with and promote the following at all times.

Person Responsible

Vicki Stacey

Centre Manager

This policy applies to Skills Support for the Workforce/ Redundancy contract for the Heart of South West – Transitional LEP Area (ESF-5112)



**Key Objectives**

* Use Paper free alternatives wherever possible
* Convert paper files to Electronic and recycle paper files using confidential waste disposal
* Maintain heating at comfortable levels and only in areas which are in use, use 24/7 day timers to switch off heaters when not needed.
* Replace old electrical equipment with energy efficient options i.e. Lights, heaters.
* Close windows and doors to prevent heat loss in cold weather
* Switch off lighting in unused areas (but consider the safety of others)
* Make good use of areas providing natural light
* Switch off electrical equipment when not in use
* Do not waste water
* Heat only sufficient water for actual need
* Prepare and/or use only sufficient quantities of products to satisfy the actual need
* Use appropriate alternatives to aerosol sprays
* Dispose of waste materials in accordance with manufacturer’s instructions
* Recycle material whenever possible and safe to do so
* Use recycled material whenever it is cost effective
* Share transport to and from work
* Reduce fuel costs by planning journeys efficiently
* Report inefficient equipment to enable repair or replacement
* Windows and Doors to gradually be replaced with energy efficient options.
* Consider environmental impact at all times
* Dispose of waste using a registered waste collector (Devon Contract Waste) with a Zero to Landfill policy
* Observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations.
* Due to Covid-19 new remote working now in place reduce travel and fuel cost.
* Liaising with Serco working group to help reduce the large amount of paper records generated by this contract.

**Whilst sustainability and protection of our environment is of vital importance to us all please do not compromise safety for energy savings.**