

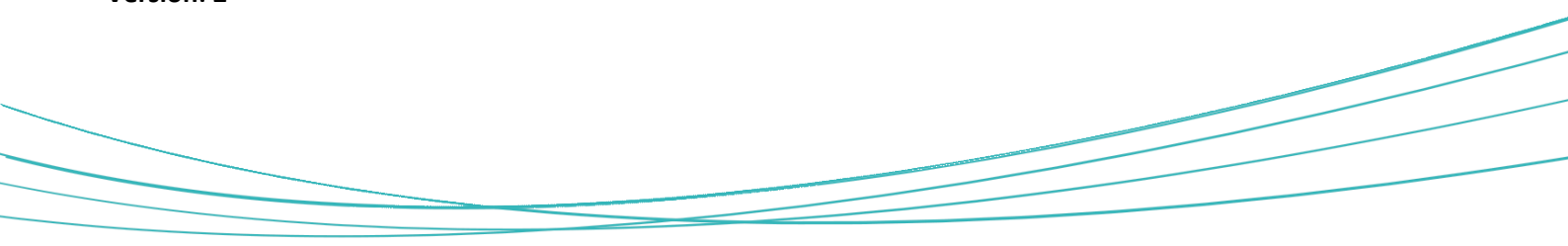


ENVIRONMENTAL POLICY

Author: HSE & Estates/Cynnal Cymru

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ENVIRONMENTAL POLICY

1.0 Introduction

Adult Learning Wales is committed to promoting environmental sustainability and reducing our carbon footprint. We aim to follow, promote and embed good sustainability practices across the organisation in order to reduce the environmental impact of all our activities and to increase the positive social and economic impacts of our work. We aim to do this through our learning activities and how we operate across all our operations.

2.0 Environmental Aims

Adult Learning Wales aims to minimise detrimental impact on the environment and enhance the local environment by:

- adopting best practice and assisting, where possible, in developing innovative solutions to environmental issues,
- conducting our activities in full knowledge of, and compliance with, the requirements of applicable environmental legislation and Approved Codes of Practice,
- assessing the environmental impact of all past, current and likely future operations, and fully integrating environmental considerations and objectives into organisational decisions,
- minimising consumption of natural resources, including energy, water and raw materials, as far as is economically practicable,
- preventing pollution and minimising emissions,
- reducing the production of waste and developing effective waste management and recycling procedures, as well as disposing of unavoidable waste in such a way as to minimise its environmental impact,
- encouraging the use of environmentally friendly means of transport by staff, including car sharing, the cycle to work scheme and the use of public transport,
- establishing environmental objectives and targets, and measuring performance against these targets,
- raising awareness amongst members of staff through appropriate education and training, encouraging them to become more environmentally responsible,
- working within the local community and with others, to take into account their environmental concerns and developing and pursuing environmental initiatives,
- purchasing goods and services, wherever possible, from sustainable sources which aim to minimise environmental impacts, support local economies and practice fair trade, and which support a circular economy (see 3.4 below),
- examining the environmental benefits of staff working from home on occasions,
- encouraging organisations with which we work in partnership to maintain an environmentally friendly approach to their activities,
- ensuring that staff and learners are encouraged to follow good environmental practices,
- monitoring of the impact of the environmental policy and associated actions via the Resources Committee.

3.0 Environmental Impacts and Actions

As part of our commitment to the principle of continuous improvement we have assessed our key environmental impacts which relate to energy, water and waste, along with actions required. These include:

3.1 Energy & Fuel Use

Become more efficient in our use of energy and water: minimise energy used for space heating/cooling and equipment and power supply while maintaining acceptable levels of comfort:

- Switch off lights and equipment when not in use
- Only purchase equipment with a high energy efficiency rating (A or A+).
- Do not operate heating system with open windows: in hot weather, use natural ventilation
- Switch to 100% renewable electricity tariff
- Prioritise online meetings to reduce the need to travel
- Promote active travel among staff and visitors if meetings, training etc have to take place face to face

3.2 Waste Management

Promote recycling and waste management, encouraging reduce, re-use and recovery thus limiting the amount of waste we send to landfill:

- Re-use stationery and office equipment rather than buying new
- Buy second-hand or refurbished equipment when it is safe and appropriate to do so - donate unwanted furniture and equipment to other organisations and specialist charities
- Hydrate without using single-use plastic bottles – encourage visitors to use a refill bottle and on-site water supply
- By adopting a waste hierarchy of *refuse*, reduce, reuse, recycle when procuring goods and materials, consider first the need to buy, and the associated waste from packaging of new goods. Require suppliers to minimise unnecessary packaging or to take back packaging on delivery of items
- Have clearly labelled bins for on-site segregation of waste types including the composting of food materials
- Establish contracts with waste brokers/carriers that enable us to maintain an accurate record of quantities recycled, composted, and landfilled/incinerated

3.3 Water Management

Use water responsibly and efficiently:

- Ensure water saving measures such as flow control taps and cisterns are installed in all properties we have direct responsibility for
- Do not discharge harmful chemicals to the waste water system – use natural cleaning fluids or eco-certified products
- Do not dispose of food waste via sinks

3.4 Influence and Inform Others

- Provide suitable training to enable employees to deal with their specific areas of environmental control
- Communicate this policy and our environmental performance to appropriate people working for or on behalf of the organisation
- Adopt a sustainable procurement policy that will influence suppliers by including the points outlined above, along with a commitment to only buy materials with eco-certification labels where available, and to hire contractors who are able to demonstrate environmental responsibility via a clear policy or certified environmental management system. Production of this evidence will be a requirement of contract award.
- Aim to support a circular economy whereby products and materials are kept in circulation through processes like maintenance, reuse, refurbishment, remanufacture, recycling, and composting.

4.0 Monitoring

ALW's environmental policy, along with the commitments and actions included within it, will be monitored by the organisation's Resources Committee.