

SUSTAINABILITY POLICY

Document Control Summary

Purpose	To ensure that Rapid Improvement is firmly committed to the principles of sustainability. Recognizing that our activities impact upon the environment through our education, our infrastructural development and our influence on the wider community which we are a part of; we are aware of our environmental responsibilities in local, national and global terms.
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Policy Statement

Rapid Improvement Limited is committed to working as sustainably as possible within the operational needs of the company.

Status of the Policy

This policy does not form part of the formal contract of employment, but it is a condition of employment that employees will abide by the rules and policies made by Rapid Improvement Limited from time to time. Any failures to follow the policy and procedures as set down can therefore result in disciplinary proceedings

Introduction

Our system of monitoring and improving our levels of sustainability utilises the common management framework of;

- monitoring our performance,
- reviewing the results of monitoring and agreeing improvements,
- planning and implementation of agreed improvements

Policy

Given Rapid Improvement Limited stated commitment to working in as sustainable a way as possible within its operational needs, we will seek to measure, control and eventually reduce our green impacts including:

- The number of miles travelled using private and business vehicles.
- The extent to which we utilise public transport.
- The paper recycling, we carry out.
- The amount of energy we use.
- Waste electrical equipment recycling

Procedural Implementation

Responsibilities of Company and Staff

- We will identify an Environmental Champion to act as a lead on sustainability.
- We will encourage staff to recycle and reuse materials at home as well as work.
- We will encourage staff to purchase the most environmentally friendly cars.
- We will donate our old office equipment to charities.
- Office equipment that does not go to charities will be recycled as per the Waste Electrical Equipment Regulations.
- We will give preference to tap water as opposed to bottled water.
- Wherever possible, we will allow flexible / remote working to reduce road travel.
- We will reduce wherever possible, paper documents in favour of electronic documents.
- Where it is not critical, we will use unbleached paper.
- Where possible we will stipulate vegetable oils for print inks to our print supplier when purchasing corporate literature.
- We use recycled paper wherever possible.
- We will encourage staff to identify other practical ways in which we can improve our environmental footprint.

Recording and Monitoring Impact

We will seek to measure, control and eventually reduce our green impacts by gathering data on the following:

- Monthly mileage records
- Records of public transport use.
- Records of waste electrical equipment donations/recycling
- Records of copy paper purchased.
- Records of paper recycling.
- Records of utilities consumption.