

Sustainable Development Policy and Implementation Plan 2023 - 2024

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SUSTAINABILITY DEVELOPMENT POLICY AND IMPLEMENTATION PLAN

Aim

This policy outlines MI ComputSolutions (T/A) MI Skills Development Centre's (MISDC) commitment to promoting and maintaining a sustainable environment within its business concerns and the offices of the organization. We aim to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Our Organisation aims to contribute to three sustainable development indicators (social, environmental, and economic).

Social

The learning opportunities offered through the Organisation aimed to overcome the traditional barriers faced by socially excluded groups.

Environmental

MISDC aims to have environmental policies and best practice in relation to environmental practice. This means MISDC and its partners /subcontractors adopting practices to minimise waste, maximise recycling and implement energy saving procedures.

Economic

All learning services offered by the MISDC aim to benefit the local economy.

Objectives

- To provide a statement of intent
- To outline areas to target within this policy
- To provide guidelines to staff on the implementation of the policy
- To evaluate and monitor the policy on a regular basis

STATEMENT OF INTENT

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice
- To comply with the requirements of the European Social Fund (ESF) in the management and delivery of contracts funded by ESF by demonstrating a firm commitment to promoting sustainable development
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff and learner are fully aware of our Environmental & Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Environmental & Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.
- MISDC intends to partners who agrees to the aims of our sustainable development policy..

TARGET AREAS

To put these principles into practice we will take the following practical steps.

A. Partnership delivery of learning

It is MISDC's target that 100% of its partners, and employers have a sustainable development policy and an auditable plan of action to implement such a policy.

This will mean all partners adopting practices to minimise waste, maximise recycling and implement energy saving procedures. All paper within Partner organisations is recycled, staff maximise use of ICT filing systems in preference to hard copy systems wherever possible and procedures are in place to conserve energy within the office environment. Where appropriate learning programmes offered through this project will promote environmental awareness and role model good practice.

B. Office and administration practice

1. **Paper** Recycled paper is preferable to normal paper. However following a feasibility study it was established that it was not cost effective for MISDC due to lack of space for storage. For recycled paper to be cost effective large quantities of paper need to be purchased at one time. Paper is recycled when appropriate for photocopying, fax machine messages and scrap paper.
2. **Toner** Toner cartridges from the photocopier and printer are recycled by returning them to our stationery supplier.
3. **Photocopier** The photocopier meets the Energy Star programme for energy efficiency. The copier shuts off when the machine is not being used. An air vent with fan is located above the photocopier to extract any emissions. This is switched on during office hours. Protective gloves are supplied and located next to the photocopier to facilitate changing toner cartridges. Copiers are pre-set to allow back to back copies whenever possible to save on paper. Surplus copies of single sided paper are kept in a box clearly marked for recycling/scrap paper.
4. **Printer** (i) **Laser Safety:** The laser printer is certified as a "Class 1" laser product. Radiation emitted inside this printer is completely confined within protective housings and external covers, the

laser beam cannot escape during any phase of normal user operation.

- (ii) **Ozone Emission:** The laser printer does not use high-voltage corona wires in the electrophotographic process, and therefore, generates no measurable ozone gas, using charging rollers in the toner cartridge and print engine.
- (iii) **Energy Compliance:** The laser printer is designed to conserve electricity by dropping from 165 W while printing to 5 W when in the Power Save Mode. This product meeting the Energy Star guidelines for energy efficiency.

- 5. **Cleaning Products** Biodegradable, low environmental impact cleaning materials, free from ozone depleting chemicals are used wherever possible.
- 6. **Shredding** Some wastepaper is shredded but is not recycled at the present time.
- 7. **Water** Water is conserved whenever possible.
- 8. **Lighting** All lighting consists of individually switched, low energy fluorescent tubes. Classrooms lights are sensor controlled
- 10. **Heating** All heaters are thermostatically controlled and switched off when not required.
- 11. **Waste** General waste is disposed of using a registered waste collector (Lambeth/Lewisham Council/contractors). Electric Waste is disposed of in compliance with the Waste Electrical and Electronic equipment (WEEE) regulations. All subcontractors and providers are expected to adopt the same practices as above and will observe and comply with the Waste Electrical and Electronic Equipment (WEEE) regulations

C. Travel and Meetings

MISDC positively encourages MS Teams, car sharing, use of public transport, cycling and walking where possible for work related activities.


- Walk, cycle and/or use public transport to attend meetings, learner visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive, MS Teams is encouraged.
- Include the full costs of more sustainable forms of transport in our financial proposals, rather than the least cost option which may involve travelling by car.
- Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, MS Teams and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with learners, employers, partners, and stakeholders

- To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact,
- Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.

Reviewing the Policy

This policy will be part of the MISDC Sustainability Strategy and will be reviewed with all policies every year. However, more immediate changes will be brought to the attention of the Senior Management Team as necessary. Day to day implementation of this policy will be reviewed through regular staff meetings.

ENVORONMENTAL & SUSTAINABILITY IMPLEMENTATION PLAN

Ref	Action	Activities	Impact	Who	Progress
1	Minimise the use of paper with a view to increasing electronic mediums.	<p>Where possible reuse or recycle office waste i.e. paper, computer supplies, and other equipment no longer required</p> <p>Make sure meeting participants have electronic access to all the materials beforehand.</p> <p>Encourage those using computers not to print out copies. If you must, supply additional materials at the meeting.</p> <p>Reduce the amount of waste through unnecessary printing of learner documentation (ie sign up paperwork from subcontractors) by using online storage</p>	Reduced landfill, reduced carbon	All Staff	<p>Unwanted paper recycled as scrap for staff use. Box in place on each copier.</p> <p>Printer default setting set to 'eco print' which includes double sided/and black and white copy/lower emissions</p> <p>Toners are recycled back to supplier</p> <p>ICT equipment disposed is disposed of in compliance with the Waste Electrical and Electronic equipment (WEEE) regulations, useable parts are recycled</p> <p>Think before you print logo included on MISDC email signatures</p> <p> Think before you print... logo)</p>
2	To minimise carbon emissions and other impacts by avoiding unnecessary business travel	<p>Increase teleconference meetings wherever possible</p> <p>Encourage the use of travel by public transport wherever possible.</p>	To reduce year on year the total carbon emissions from staff travel	All Staff Subcontractors	<p>Increasing use of ZOOM/MS TEAMS and Go to Meetings and Skype teleconferencing</p> <p>Majority of learners are located within Local postcode of provision</p>

		<p>Encourage staff to cycle to work where possible and make use of bike racks in courtyard</p> <p>Ensure learners are allocated to assessor rationally based on factors such as geography, learners already within setting etc</p> <p>Draw in MISDC's operational reach/employer engagement to London and within 10 miles of M25</p>			
3	Minimise energy consumption	<p>Staff training for all staff on how to minimise consumption and how MISDC are working towards this e.g. motion centred lights, turning of equipment (printers/copiers/pc's etc) when not in use</p>	To reduce energy consumption	<p>Finance & resource Director</p> <p>Subs</p>	
4	Monitor Environmental impact	<p>MISDC to undertake research and produce 'baseline' estimate of environmental impact in terms of waste minimisation, recycling and energy consumption (to include MISDC and subcontractors) Monitor</p>	<p>Understanding and awareness of environmental impact Positive and proactive action taken to reduce environmental</p>	<p>Finance & resource Director</p> <p>Subs</p>	

		improvements in baseline estimates by undertaking quarterly activities to review the levels of energy consumption, recycling and waste management Review subcontractors commitment to reducing waste as part of due diligence process, monitoring visits and contract review meetings and development workshops.	impact		
5	Continuously review sustainable procurement practices	Research any new suppliers to ensure products are sourced from sustainable sources ie Paper, timber (furniture) etc	Reduced landfill, reduced carbon	Finance Manager	Ongoing

6	To ensure that when making business decisions, any potential sustainability issues are considered.	<p>Review all steps to achieve all business objectives in respect of complying with the concept of this policy.</p> <p>Highlight the importance of complying with environmental legislation, particularly when conducting business on behalf of MISDC</p>	Reduced landfill, reduced carbon	SMT	ongoing
7	To ensure all staff and subcontractor partners are made aware of this policy and understand their role and responsibilities regarding sustainability within their work practices	<p>Communicate awareness and check understanding of the contents of this policy to staff and partners, providing further information and guidance as required.</p> <p>The policy will be given to all new staff during induction</p> <p>Training days will revisit the policy</p> <p>Staff will be made aware of updates in the Organisation and policy during staff briefings</p> <p>Policies and implementation plan are a requirement as part of subcontractor due</p>	Greater awareness and contribution of MISDC's commitment sustainability and environmental impact	SMT Operations Manager Subs	<p>Policy and action plan discussed at staff meeting</p> <p>Implementation plan to be discussed at monitoring and contract review meetings</p>

		diligence			
8	Ensure learners have an understanding of the importance of environmental sustainability and MISDC's policy	<p>Policy and actions to be covered in learner induction and reviews</p> <p>Where relevant embed in teaching and learning resources</p>	Greater awareness and contribution of MISDC's commitment sustainability and environmental impact	Ops Manager / Delivery Staff Subs	Extracts from policy included in learner Handbook. Actions relevant to learners discussed with learners during induction