

# **Environmental and Sustainability Development Policy and Procedure**

## **1. Purpose**

- 1.1. MI SKILLS DEVELOPMENT CENTRE (MISDC) is committed to providing a high-quality service in an environmentally responsible manner.
- 1.2. We recognise that through our day-to-day activities we have an impact upon the environment, and we aim to reduce impacts by preventing pollution and by continually improving our environmental performance.
- 1.3. We have set out plans for improving and contributing to the Zero - carbon by 2030
- 1.4. We strive to comply with all relevant environmental legislation and regulations that affect our organisation.
- 1.5. We aim to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

## **2. Aim of this policy**

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

### **2.1 Social**

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

### **2.2 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.

### **2.3 Economic**

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

## **3. 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

## **4. 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 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 contract with learning providers who agree to the aims of our sustainable development policy.

## **5. Scope of the policy**

5.1. This scope of this policy will apply to the following:

- MI Skills Development Centre (MISDC) staff
- MI Skills Development Centre (MISDC) learners and volunteers
- MI Skills Development Centre (MISDC) visitors and contractors
- MI Skills Development Centre (MISDC)'s Board of directors and funders

## **6. Performance Indicators**

6.1. The success of policy will be measured through amounts of recycled units, success of "SWITCH OFF" campaign and other environmental indicators. The performance of the policy will be reviewed annually.

## **7. Related Procedures and other documents**

- 7.1. Sustainable Development and Implementation Policy
- 7.2. Sustainability Strategy
- 7.3. Learner Handbook
- 7.4. Health and Safety
- 7.5. Equal Opportunities policy
- 7.6. Staff Handbook
- 7.7. Complaints policy

## **8. Responsibility for the policy**

- 8.1. All staff and stakeholders have a responsibility for being aware of this policy. The Chief Executive, Management and Service Delivery Managers are responsible for ensuring all new staff, learners and volunteers are made aware of this policy as part of their induction.
- 8.2. Members of staff must ensure that all current and prospective stakeholders are made aware of MI SKILLS DEVELOPMENT CENTRE (MISDC)'s commitment to environmental performance.

## **9. Definition**

9.1. Our most significant environmental impacts are on:

- a.) Energy
- b.) Waste Management and Recycling
- c.) Waste Minimisation and Sustainability
- d.) Procurement and Purchasing
- e.) Transport

This policy applies to all MI SKILLS DEVELOPMENT CENTRE (MISDC)'s stakeholders.

## **10. Requirements of the Policy**

- 10.1. Local Authorities will be asked to provide Duty of Care Waste Transfer Notes, including for Recycling Collections as they recycle MI SKILLS DEVELOPMENT CENTRE (MISDC)'s wastepaper and cardboard. (Any person treating, storing or disposing of an organisation' s waste must have a waste management licence and issue a Transfer note for each consignment of waste collected. Where the wastes are consistent there may be one note to cover the whole Year).
- 10.2. Similarly, PHS Group will be asked to provide yearly Duty of Care Waste Transfer Notes for sanitary waste and AK IT Solutions for printing cartridges.
- 10.3. Use of waste disposal organisation (BPR – Paper Round) and to annually measure waste disposal impact to the environment and green gas

## **11. Environmental Activities:**

### **11.1. Energy**

- a. Energy - MI Skills Development Centre (MISDC) continually runs “SWITCH OFF” campaign. This campaign ensures that all lights and computer equipment are switched off when not needed. Managers locking up MI Skills Development Centre (MISDC) premises at night-time should always ensure that everything is switched off before leaving the premises.
- b. MI Skills Development Centre (MISDC) regularly reviews energy suppliers for gas and electricity and Green Tariffs (every 12 months)
- c. MI Skills Development Centre (MISDC)'s computers are assessed with the view to power saving by IT team. New, more energy efficient, computer equipment is bought whenever MI Skills Development Centre (MISDC)'s funding is available, and the old equipment reused for other purposes.

- d. Review Allocation of Electronic Equipment is performed by IT team every three months.
- e. Heating and Cooling is turned off in unoccupied classrooms and offices. Staff knows how to effectively use timing and energy controls to achieve the ideal temperature. Windows and doors are closed when the heating or cooling is on. Radiators are kept clear.
- f. MI Skills Development Centre (MISDC)'s fridges have European Union Energy Ratings
- g. Old fashioned energy bulbs are not used – only modern energy efficient bulbs or LED lights are in operation.
- h. Investigating Carbon Offsetting is performed with the help of environmental experts and energy emissions formula.

## **8.2 Waste Management and Recycling**

- a. MI Skills Development Centre (MISDC) eliminates waste at source through careful purchasing and better utilisation of materials.
- b. MI Skills Development Centre (MISDC)'s recycling waste inventory addresses the following: cardboard, paper, magazines, toners, disused office furniture, old computers and sanitary waste.
- c. MI Skills Development Centre (MISDC) avoids using plastic cups, crockery and cutlery whenever possible.
- d. Recycled paper is preferable to normal paper. Paper is recycled when appropriate for photocopying and scrap paper.
- e. Toner cartridges from the photocopier and printer are recycled by returning them to our stationery supplier.
- f. 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 WEEE regulations.

## **8.3 Waste Minimisation and Sustainability**

- a. MI Skills Development Centre (MISDC) ensure waste minimisation through a range of actions:
  - by pre-programming printers and photocopiers for efficient use

- Tutors encouraging online/blended/hybrid teaching and learning. Also is tutors creating recorded tutorials of lesson on MS Teams to save on paper handouts of lessons and this also enables more engagement in learning outside of the classroom.
  - re-using scrap paper for printing on the other side and double side-printing to reduce paper usage
  - eliminating all junk-mails
  - by using Electronic Communication and MS Teams for sharing resources and making it accessible to all to avoid printing.
  - by re-using old envelopes
  - regularly performing cost analysis
  - by ordering stationary through a “centralised order system”
  - by designing documents, making it editable, saving electronically for ease of access to avoid printing and waste
  - doing all presentations in PowerPoint rather than acetates
  - by re-using packages whenever possible
  - by refurbishing equipment e.g., Computers and giving away to learners or donation to support underprivileged schools in developing country to support basic education and old furniture not needed on MI Skills Development Centre (MISDC)’s premises to community organisation and recycled shops.
  - by filling up the kettles only for the amount of water desired to make cups of teas and coffees.
  - by having regular “Tidy up” Days and shredding papers for recycle and disposing toners to recycle companies for refill.
- b. MI Skills Development Centre (MISDC) is always looking for new ideas and greener/recycled products and new benchmarking partners, for example:
- 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.

- **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.
- **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.
- **Energy Compliance:** The laser printer is designed to conserve electricity by dropping from 165 W while printing to 5 W when in Power Save Mode. This product meets the Energy Star guidelines for energy efficiency.

### 8.3 Procurement and Purchasing

- a. MI Skills Development Centre (MISDC) tends to select Green / Recycling Suppliers above the rest.
- b. MI Skills Development Centre (MISDC) also prefers to place bigger orders once a month rather than everyday deliveries which pollute the environment
- c. All cleaning products purchased are Biodegradable, low environmental impact cleaning materials, free from ozone depleting chemicals are used wherever possible.

### 8.4 Transport

- a. MI Skills Development Centre (MISDC) encourages their staff and learners to cycle, walk, use public transport, or share cars whenever possible
- b. MI Skills Development Centre (MISDC) has bicycle rack in front of the building to encourage staff and learner cycling to centre
- c. MI Skills Development Centre (MISDC) has flexi working hours, which include staff working from home and encourages Virtual Meetings to improve carbon footprint.
- d. MI Skills Development Centre (MISDC) also uses environmentally considerate taxi and courier companies.
- e. MI Skills Development Centre (MISDC) uses easily accessible venues for marketing and award purposes to reduce travel.
- f. MISDC promotes avoidance to physically travel to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, 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

- g. 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.

## 8.5 Raising Awareness

MI Skills Development Centre (MISDC) has a range of posters and policies on display. All MI Skills Development Centre (MISDC)'s environmental policies are also available on MI Skills Development Centre (MISDC)'s handbook and communicated via E-mails. MI Skills Development Centre (MISDC)'s staff and volunteers actively participate in policy reviews and analysis.

## 8.6 Reviewing the Policy

This policy will be reviewed every 3 years. 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.

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|------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Person responsible for ensuring that this policy is implemented and reviewed in line the review dates below:<br><br><b>Aleksandra Jaworska</b> | Job Role:<br><br><b>Company Secretary and Finance Manager</b> |
| Policy created: 26 July 2008<br><br><b>Date of last review August 2025</b>                                                                     | Next Review date: <b>August 2028</b>                          |