**SUSTAINABLE DEVELOPMENT POLICY**

1. **INTRODUCTION**

Total Futures Ltd accepts its environmental responsibilities and recognises its obligations to contribute to the resolution of global and local environmental issues by reducing its environmental impacts and by taking a leading role in promoting environmental good practice. As a learning provider, we have an excellent opportunity to influence the impact the people have on the communities, businesses and environments in which they work / will work in the future.

Total Futures Ltd embrace the ethos of sustainability and aim to promote, encourage and nurture a sustainable environment/culture. Total Futures Ltd are committed to ensuring that we achieve this through:

· A holistic approach

· Developing a Sustainability Action Plan and achieving against set performance targets and    areas highlighted within this policy

· Providing a safe, healthy sustainable working environment for staff and learners

· Encouraging staff and learners to acquire skills, values and knowledge around sustainable development and continuous improvement

· Communicating effectively across the community and company.

Total Futures Ltd’s sustainability action plan will be comprised of the following areas:

· Carbon and energy consumption

· Sustainable buildings

· Environmental management

· Waste and resources

· Water management

· Travel management

All employees, associates, temporary staff and subcontractors have a responsibility to                                                       ensure this policy is adhered to.

1. **ECONOMIC AND SOCIAL SUSTAINABILITY**

**B1. Society**

Total Futures Ltd provides training to the general public and as such is committed to a more sustainable society and continue to have a positive impact by:

· Ensure all of Total Futures Ltd’s staff, associates, and subcontractors are able to and encouraged to support sustainability

· Being compliant with all legislation and standards

· Ensure all procedures and processes prevent pollution and minimise resource consumption

· Continually review services provided to ensure it meets the needs of learners and the community

· Work to reduce gender imbalances across the sector

· Support the voluntary and community sectors in the local areas

**B2. Carbon and Energy consumption**

Energy efficiency and management forms an important of Total Futures Ltd’s corporate commitment to institutional sustainability and will ultimately determine carbon emission reduction. Across all sites, Total Futures Ltd will:

· Monitor energy consumption

· Promote effective energy consumption

· Maximise efficient use of all resources

· Reduce energy consumption in line with energy and carbon targets.

**B3. Sustainable buildings**

The development of sustainable and effective buildings across all sites ensures commitment with energy consumption and support with providing high quality teaching and learning environments. Total Futures Ltd will:

· Develop key buildings across the sites

· Update and maintain resources, as and when required

 · Invest, where required, into learning resources

· Promote and develop energy management strategies.

1. **ENVIORNMENTAL SUSTAINABILITY**

**C1. Environmental Management**

Total Futures Ltd will work to reduce its environmental impact, increase operational efficiency and supports continuous improvement of Total Futures Ltd’s environmental performance and ensure that environmental legislation is adhered to. Total Futures Ltd will:

· Reduce environmental impact from operations to ensure compliance with environmental legislation and sustainability goals.

**C2. Waste and resources**

Total Futures Ltd is committed to reducing waste impacting on the environment. Total Futures Ltd will embed the principles of waste to prevent, reduce, reuse, recycle and dispose of its waste by:

 · Promoting recycling throughout all centre’s

· Divert as much waste as possible away from landfill

· Reduce food waste across all centre’s

· Reduce waste in learning materials

· Continually review and work closely with all waste disposal organisation providing disposal services to Total Futures Ltd

**C3. Water Management**

Total Futures Ltd will use water as efficiently as possible to reduce water stress and financial costs across all sites by:

· Monitoring water consumption

· Reducing the amount of water consumption

· Maintaining suitable drainage systems

· Working to reduce the risk of flooding

**C4. Travel Management**

Total Futures Ltd will work to reduce staff and learners carbon footprint produced by travel from and to all sites by:

· Promoting usage of local public transport

· Promoting sustainable travel, such as cycle to work scheme

· Increasing use of online meetings to reduce movement between centres

· Look to reduce emissions from vehicle fleets in use for training

1. **SUSTAINABILITY ACTION PLAN**

A sustainability action plan will be produced and updated annually to reflect actions required to promote and support sustainability actions required to uphold policy.

This action plan will be monitored, made available and communicated to all Total Futures Ltd Staff. Total Futures Ltd subcontractors will be required to produce their own sustainability policy and action plan.

A copy of these will be held by Total Futures Ltd.

1. **CONTRAVENTION OF THIS** **POLICY**

Failure to comply with any of the requirement of this policy is a disciplinary offence and may result in disciplinary action being taken under Total Futures Ltd’s disciplinary procedure.

This policy statement will be reviewed annually by Total Futures Ltd.

**Version Control**

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| --- | --- |
| **Version History** | **Content Changed** |
| 1 – July 2021 | Policy produced |
| 2 – June 2022 | Policy reviewed |
| 3 – June 2023 | Policy Reviewed |

**Review and Ratification**

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| **Next Review Date** | **Reason for Review** |
| June 2024 | Full review  |

**Dated:** June 2023

**Signed:** 

**Name:** Garry Brown

**Position:** Director of Skills