



Environmental Policy

ACP Training & Development takes its responsibility to care for and protect the environment in which it operates extremely seriously. It is fully committed to improving environmental performance across all of its business activities and works hard to encourage its business partners, Associates, customers and members of the wider community to join it in this effort.

The key points of the strategy to achieve this are:

- Minimise waste by evaluating operations to ensure they are as efficient as possible.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Seek to minimise the environmental impact of both production and distribution processes.
- Meet all the environmental legislation that relates to the Company.
- Aim to include environmental and ethical considerations in investment decisions where appropriate.
- Train company employees in good environmental practice and encourage employee involvement in environmental action.

With education, communication and relevant procedures in place the Company's main areas of concentration are:

Stationery and Supplies

- Endeavour to order in bulk periodically to avoid excessive journeys by suppliers.
- Order on-line or via email to avoid posting orders.
- Endeavour to purchase recycled products whenever practicable.
- Return empty print cartridges to stationers for recycling.
- Scan documents onto the computer system, rather than photocopy.
- Email communications, including invoices and company messages, rather than post.
- Encourage the use of our website for potential customers to acquire information rather than post out literature.
- Discourage the printing of emails where possible.

Improved Efficiency Production

- Keep all production areas clear of discarded packaging and obsolete equipment through a continuous recycling programme to provide a clear space to work.
- Where possible conduct meetings by Skype or telephone to save travelling time and distances and confirm outcomes by email.
- Collect and make payments by Direct Debit or bank transfers to speed the process and reduce payments by cheque and trips to the bank.

Energy

- Encourage suggestions from employees and Associates to reduce energy consumption.
- Monitor energy usage and investigate any unusual increase.
- Ensure building structure and water pipes are in good repair to ensure optimum insulation and heating requirements.
- Improve recycling/minimise waste.
- Educate and encourage employees and Associates on the segregation of recyclable waste.
- Provide separate containers to collect different types of waste.
- Collect recycling periodically or deliver it to recycling centres.
- Minimise packaging of goods to be distributed wherever possible.
- Dealing with like minded companies
- Promote company initiatives to customers or potential customers by communication through email and the website.
- Wherever possible source the services of suppliers who can demonstrate their own commitment to improving the environment.
- Respect and engage in the aims and objectives of customers and suppliers.
- Acknowledge commendable practices of customers and suppliers and address failures if appropriate.
- Continuous improvement
- Continually assess the environmental impact of all our operations and upgrade practices whenever possible.
- Regularly review the company's environmental policy against legislation and adjust as necessary to ensure laws and regulations are met or exceeded.

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