

Stress Check Training Environmental Policy

1. Philosophy

Stress Check Training Ltd (SCT) aims to minimise the environmental impact caused during the conduct of its business. We will at all times seek to:

- a) Reduce the amount of waste going to landfill
- b) Minimise our consumption of raw materials and energy
- c) Train and inform everyone working for SCT about best practices
- d) Seek to continually improve our performance in minimising environmental impact

2. General Practices

SCT has taken a major step in the fundamental structure of the company which generates a large benefit in the reduction of our environmental impact. By basing our trainers and associates at home, we maintain the minimum of staff in the permanent office, reducing commuting miles and the associated energy use. All home based staff are provided with information on best practices in insulation, efficient heating, water use and energy efficient lighting. Home recycling schemes are used whenever possible.

3. Paper Waste

Where possible, paper waste will be kept to a minimum through avoiding unnecessary printing and sending as many documents to clients electronically as is practicable.

Also;

- a) We buy recycled paper for use in the office
- b) Printed material is on recycled paper
- c) We send paper waste for recycling

4. ICT

Modern ICT systems enable great energy savings when used correctly. We will reduce energy consumption by;

- a) Using online conferencing where possible to avoid the need for travel to meetings, especially internal meetings
- b) Minimising energy use by using the sleep function on computers and screens to ensure that energy use is minimised while computers are not in use.
- c) Switching off printers as soon as print jobs have been completed
- d) Outsourcing larger print jobs to third parties who can operate larger more efficient machines, reducing the energy demands for any one job.

5. Transport

Travel is one of the key areas of energy use in our business;

- a) Where practical, train travel is to be regarded as the preferred means of travel. Journeys in excess of 100 miles should be assumed to be "train journeys" unless there are practical difficulties arising because of connections, train times in conflict with client needs or issues of personal security.
- b) All vehicles used for the conduct of the business of SCT are to be maintained in a safe and roadworthy condition. Regular servicing and maintenance will ensure better fuel economy. Tyre pressures are of particular importance and should be regularly checked to ensure they are at the manufacturers recommended pressures.
- c) Driving style can have a significant impact on fuel economy. Drivers are referred to the SCT document on reducing fuel consumption through good practice.
- d) Sensible diary management ensures that road journeys to clients are grouped wherever possible, enabling a number of clients in the same area to be seen on the same day, reducing road mileage.