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INTRODUCTION

An accepted definition of sustainable development is “achieving economic growth, environmental protection and social progress at the same time”. The greater part of LD Training’s work seeks to enhance the potential of learners to achieve sustainable development by increasing their learning and building on their existing skills to raise their awareness and employment prospects.

LD Training is also aware of the impact of all its activities on the environment and on communities. This policy sets out our approach to managing and mitigating such impacts.

Every project, operation or activity will consider its impact on the environment and communities. These activities must be set up to be cost effective and sustainable.

LD Training’s activities impact on the environment and communities through its:

- supply chains’ employment conditions,
- direct and indirect use of non-renewable carbon fuels in its buildings and for passenger and freight transport via road,
- use of scarce/non-renewable raw materials in the supply chains of the items it purchases,
- use of harmful materials or high energy consuming processes in the production of the items it purchases,
- disposal of waste products,
- relationships with local communities where activities take place,
- welfare of staff, learners, visitors, volunteers, neighbours, employers and other stakeholders.

LD Training will follow the principles **Reduce, Reuse, Repair, Recycle** in managing its environmental impact. Using these 4Rs will not only minimise environmental impacts, it also makes sound economic sense.

In doing so LD Training will comply with all relevant legislation.



SUPPLY CHAIN EMPLOYMENT CONDITIONS

LD Training will endeavour to adopt Ethical Purchasing Policy tools to monitor and influence supply chain employment conditions by taking reasonable steps to assess suppliers’ policies and practices and will not purchase goods or services from a supplier if supply chain employment conditions are found to be unacceptable and there is no demonstrable improvement plan.



USE OF ENERGY IN LD TRAINING'S PREMISES

LD Training seeks to reduce the amount of energy used within its premises. LD Training's premises are leased with the largest energy stream being electricity used for lighting and computers. LD Training actively encourages staff participation with simple measures, such as switching lights, equipment and radiators off when not needed, that can have significant impact on energy use.

LD Training is also seeking to influence the landlord to conduct energy surveys which can identify where capital investment can provide cost effective returns by saving energy and money, for example installation of suitable building management systems to control heating, ventilation and lighting. LD Training will also advise the landlord to investigate the prospect of altering the electricity contract to ensure that the money paid is invested in the development of renewable energy sources.

When LD Training move to new offices, we will request information on their design, as far as practicable, to maximise sustainability and minimise energy usage.



TRANSPORT

LD Training seeks to reduce the amount of energy used within its premises. LD Training's premises are leased with the largest energy stream being electricity used for lighting and computers. LD Training actively encourages staff participation with simple measures, such as switching lights, equipment and radiators off when not needed, that can have significant impact on energy use.

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When LD Training move to new offices, we will request information on their design, as far as practicable, to maximise sustainability and minimise energy usage.



USE OF MATERIALS

LD Training will, where practical, investigate the materials and processes used to manufacture products purchased. Where uses of scarce/non-renewable raw materials, harmful materials or high-energy consuming processes are evident they will refrain from purchasing those products wherever possible. If no cost effective alternatives can be found the **Reduce, Reuse, Repair, Recycle** principles will be used. Materials to be avoided include timber from non-managed forests, asbestos, VOCs and PVC. LD Training will discourage suppliers from using excess packaging.



DISPOSAL OF WASTE

LD Training will only use licensed and appropriate organisations to dispose of its waste and will check with the landlord that this is also the case. LD Training will encourage the **Reuse & Repair** of products to avoid early disposal. LD Training will encourage the segregation of waste and its disposal via recycling processes. LD Training will where practical give preference to products that can be disassembled and recycled.



RELATIONSHIPS WITH LOCAL COMMUNITIES

LD Training will endeavour to foster good relationships with local communities wherever it operates. This may include using local labour and materials or allowing LD Training facilities to be used for community uses. LD Training will avoid causing nuisance to its neighbours by for example noise, traffic or pollution. LD Training will encourage communication between staff and local communities.



WELFARE

LD Training will be a caring and responsible employer, host, neighbour and training provider. LD Training cares for the welfare of staff, learners, visitors, volunteers, employers, neighbours and other stakeholders by complying with its policies on health & safety, employment conditions, equality and diversity and safeguarding.



MANAGEMENT

LD Training will compile a set of key performance indicators (KPIs) that will act as a guide to its overall operational sustainability (target date: 2014). The KPIs will be limited to those that can cost effectively be measured and have real meaning. Each KPI will incorporate an achievable but challenging performance target.

Annually performance against the KPI targets will be reported against, the KPIs reviewed and new targets set. Annually this document will be reviewed and amended as required.

Where appropriate LD Training will participate in initiatives addressing sustainability issues such as the Inter Agency Climate and Development Group and the WWF Forest and Trade Network.



KPI'S

	Key Performance Indicator	Measure	Target 2013 / 2014	Monitored & Reported on by:	Outcome 2013 / 2014
1	Road Travel	Assessors, tutors and other relevant staff will consider the nature of delivery, combining workshops and travel journeys	5% reduction	Business development	
2	Paper use in offices	Total number of reams purchased	10% reduction	Print Unit/ Corporate Marketing	
3	Recycling in offices	Inventory of new office purchases	10% improvement	Office co-ordinator	
4	Suppliers' employment and environmental standards	% of new suppliers assessed before selection.	10% increase	Office co-ordinator	

