

# ENVIRONMENTAL POLICY

The logo for The Training & Recruitment Partnership Ltd (T.R.P.) features the letters 'T', 'R', and 'P' in a large, black, serif font, separated by small black diamonds. This text is centered within a light blue, diamond-shaped background that has a subtle, cloudy texture. The diamond is tilted slightly to the right.

T·R·P

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The Training & Recruitment Partnership Ltd

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INVESTOR IN PEOPLE

## ***Environmental Policy***

At TRP we aim to be socially responsible and environmentally friendly in our use of those resources over which we have control. As we occupy small offices and our assessors travel frequently, the main environmental impact of TRP is in its use of IT equipment and sundries, paper and cars. TRP therefore:

- encourages, whenever possible and practicable, the use of public transport by assessors visiting learners and Directors and other staff attending off-site meetings
- does not provide company cars nor does it pay generous mileage rates to those staff who need to use their cars on TRP business
- disposes of redundant IT equipment by donating it to Computer Aid International, (thereby conforming with the requirements of the Waste Electrical and Electronic Equipment Directive
- recycles used toner cartridges and mobile phones through the Scope recycling appeal, (thereby raising funds for charity)
- routinely conducts business electronically rather than on paper
- uses paper from a 'Committed to Sustainability' manufacturer
- discourages printing of emails and single-sided printing
- ensures that shredded confidential papers and other paper that cannot be reused is taken to public recycling bins
- minimises paper waste by using china cups/plates and fabric towels
- ensures, where ever possible, the use of eco-friendly cleaning materials
- ensures that the central heating is operated by timers and is set as low as is comfortable
- ensures the integration of elements of environmental awareness into all NVQ programme delivery

This policy is endorsed by the company Directors and all staff have been involved in its development. New staff will be appraised of this policy during induction

Day-to-day operation is overseen by the Administration manager. It will be reviewed annually/in line with new legislation.