



<b>BCTG Sustainability Policy and Supporting Strategy</b>	
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## **Sustainability Policy & Supporting Strategy**

### **BCTG Policy**

The following statement outlines the organisational policy across BCTG Limited.

#### **Policy Aim**

To protect the environment by using natural resources prudently and implement practices that promote economic security, social betterment, and environmental stewardship.

#### **Underpinning Principles**

- To integrate sustainability considerations into all our business decisions.
- To minimise the impact on the environment of all office and transportation activities.
- To ensure our staff and partners understand our Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review and to continually strive to improve our sustainability performance.

#### **Related Policies**

- Quality Policy
- Whistleblowing Policy

#### **Strategic Implementation**

To implement this policy, we will

- Work with our staff, learners, and partners organisations to promote and develop an awareness of the importance of sustainability
- Develop “Key Performance Indicators” that will create sustainable outcomes
- Report on our sustainability performance and achievements
- Ensure that all staff and partners are involved in the implementation of this policy and to review sustainability performance on an annual basis

#### **Policy review**

This policy will be reviewed annually by BCTG Advisory Board.

## Implementing our sustainability policy – action plan

Sustainability focus	Actions to be taken	Monitoring
Travel	Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing such as Zoom or similar	Report annually at SLT and board meetings with details of number of remote meetings achieved
Office resources	Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste. Reduce the use of paper resources in favour of electronic communication, and recycle paper where practically possible.	Review expenditure on consumables aiming for a 5% year-on-year reduction and report at SMT and board meetings
Energy	Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping. Ensure we comply with the The Waste Electric and Electronic Equipment (WEEE) Regulations 2013 in the disposal of equipment	Maintain watchfulness
Raising awareness	Ensure that our partners take account of sustainability issues. Provide education and training for staff and learners on sustainability issues Risk assess sub contracted partners by requesting copies of their Sustainability Policies and put together an Action Plan for improvement where necessary	
Demonstrate commitment	Use funds to support and work with community projects that achieve sustainability goals	Record BCTG's progress in working towards sustainability in the annual self-assessment report.
Key performance indicators	Agree and record sustainability-related KPIs	