



Sustainability Policy

| Version 1.0 |

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Document Controller	Robert Longstaff
Signature	<i>R. Longstaff</i>

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1. Introduction

1.1 Staff Power Training (SPT) recognises that our operations as an adult training provider have an impact on the environment, primarily through energy consumption, travel, and the use of paper and consumables. We are committed to minimising this impact and operating in a socially responsible manner.

Our Mission: To provide high-quality adult education while actively reducing our carbon footprint, promoting digital-first learning solutions, and inspiring our learners to adopt sustainable practices in their own careers.

We are committed to complying with all relevant UK environmental legislation and creating a culture of sustainability among our staff, associates, and learners.

2. Scope

This policy applies to all activities undertaken by SPT, including:

- Office-based administrative work.
- Remote working and home-based staff.
- Face-to-face and online training delivery.
- Third-party associates and trainers representing our brand.

3. Key Commitments

This policy aims to help and assist with:

3.1 Reducing Carbon from Travel

As a training provider, travelling to client sites and training venues is one of our largest environmental impacts.

- *Virtual First: We prioritise online delivery methods (webinars, e-learning, virtual classrooms) where pedagogical quality is not compromised.*
- *Public Transport: We encourage staff and associates to use trains or buses for business travel where feasible.*
- *Carpooling: For team meetings or on-site training requiring multiple staff, car sharing is required.*
- *Remote Working: We support a hybrid working model to reduce daily commuting emissions for our administrative team.*

3.2 Paperless Training & Resource Management

We aim to transition to a "digital-by-default" approach for learning materials.

- *Digital Resources: Course handbooks, slides, and assignment briefs will be provided via email or our Learning Management System (LMS) rather than printed, unless specifically requested for accessibility reasons.*
- *E-Portfolios: We aim to utilise e-portfolio platforms for learner assessments to eliminate paper trails and postage.*
- *Double-Sided Printing: When printing is strictly necessary, it must be double-sided and in black and white.*

3.3 Office & Energy Efficiency

Whether working from a central office or a home office, we encourage energy-conscious habits.

- *Equipment: All computers, monitors, and lights must be switched off (not left on standby) at the end of the working day.*
- *Lighting: We utilise energy-efficient lighting (LED) where we have control over the infrastructure.*
- *Heating: Thermostats are set to standard recommendations (19–21°C) to avoid energy waste.*

3.4 Sustainable Procurement

We strive to buy from suppliers who share our values.

- *Local Sourcing: We prioritise local UK venues and catering services for face-to-face events to reduce food miles and support the local economy.*
- *Equipment Lifecycle: We repair IT equipment where possible before replacing it. When purchasing new equipment, we look for high energy-efficiency ratings.*
- *Reusables: We avoid single-use plastics at our training events (e.g., providing water jugs and glasses rather than plastic bottles).*

4. Waste Management

We adhere to the principles of the waste hierarchy: Reduce, Reuse, Recycle.

- We recycle all paper, cardboard, and recyclable plastics generated in the office.
- We ensure the safe and WEEE-compliant disposal of all electrical waste (old laptops, projectors).
- We encourage learners to dispose of waste responsibly when attending our venues.

5. Policy Review

This policy will be reviewed annually, or more frequently if there are significant changes in legislation, working practices, or following any related incidents.