

# P49 Sustainability Policy

TCHC GROUP LTD, All Trades Training and Opportunities for All is committed to promoting sustainability as part of our approach to corporate social responsibility. Concern for the environment and promoting a broader sustainability agenda are integral to TCHC GROUP's professional activities and management of our organisation. We aim to follow and promote good sustainability practices to reduce environmental impact and to encourage our clients and partners to do the same whilst delivering European Social Fund activity.

We recognise that wise use of resources delivers both environmental and financial benefits. We also recognise our role as a potential change agent – whilst facilitating the provision of skills and qualifications to a wide range of businesses and individuals throughout our areas of business.

TCHC provide a firm commitment to promoting sustainable development whilst delivering the European Social Fund activity that is being funded and provides an assurance that any subcontractors delivering European Social Fund activities will also support sustainable development.

## 1 Principles

- TCHC's Board of Directors has overall responsibility for environmental performance and ensuring that we comply with, and exceed where practicable, all applicable legislation, regulation and codes of practice relevant to our operation
- Operational environmental management is the responsibility of Department Directors
- All staff are responsible for ensuring that the environmental management policy is observed, and we encourage staff to participate and contribute to environmental good practice into all our business decisions via briefings and all staff meetings
- We are committed to measuring, reporting, and reducing our impact on the environment
- We ask that our partners and suppliers reflect our commitment to environmental practice and encourage them to adopt sound sustainable management practices
- TCHC take advice from external agencies and individuals as appropriate to help us to monitor and develop our sustainability practices.
- Review the Policy and Action Plan on an annual basis and updated where necessary

## 2 Key Impacts

Our most significant impacts on the environment relate to:

- The energy we use at our offices: heating, cooling, lighting, and power
- The materials we use, particularly stationery and general waste
- Car usage and travel patterns

## 3 Objectives and Targets 2021/2022

In support of our sustainability policy, we will monitor annually, against the objectives & targets below.

### 1) Energy

Reduce the impact of our energy use by being as efficient as possible and, where practicable, using renewable sources.

Specifically, for targets for 2021/2022 we will aim to:



- Reduce energy consumption per office and centre
- Monitor consumption and seek further energy saving

## 2) *Materials and waste*

Reduce our environmental impact through less waste and more efficient use of materials. Wherever practicable, environmentally preferable options will be used.

Specifically, for 2021/2022 we will aim to:

- Reduce paper consumption per person and go paperless where possible
- Recycle 100% of all wastepaper
- Request that all office-based staff use recycling facilities provided
- Monitor consumption of stationery
- Find opportunities to switch products to a more environmentally friendly alternative
- Continue to recycle 100% of used printer toner cartridges.
- Dispose of waste using only registered waste collection sites/services
- Ensure the disposal of electrical waste meets the Waste Electrical and Electronic Equipment (WEEE) regulations
- Ensure that WEEE is not mixed with general waste and is disposed of legally
- Print in black and white where possible

## 3) *Car usage*

Reduce our environmental impact by limiting the amount of car use and, wherever possible, choosing the most environmentally appropriate method of transport.

Specifically, in 2021/2022 we will:

- Reduce the annual mileage per person
- All meetings to be virtual where this will not have an adverse impact to the business
- Ensure staff operate our 'car share' approach wherever possible
- Optimise scheduling and work with Gateway staff to eliminate unnecessary journeys and to ensure that, wherever appropriate, the most environmentally friendly options are being used
- Promote the use of green or public transport

## 3) *Suppliers and Sub-contractors*

Work closely with our suppliers to ensure that their activities support our objectives and targets.

Specifically, in 2021/2022 we will:

- Ask that the sub-contractors we use have policies, procedures, and management systems to deal with their own environmental impacts
- Work with our suppliers and sub-contractors to identify products/services that can help us to deliver environmental improvements.

## 4) *Organisational development*

We will continue to manage our environmental awareness and impact in-line with the ISO 14001 standard.

# Addendum

## Community Connections North

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### 1 Community Connections North

Community Connections North is a network of local specialist support organisations with a wide range of expertise to help build skills, gain confidence and meet the challenges that individuals face to get into employment or training.

Anyone aged 15 or over, who is at a disadvantage when finding employment – for example, due to a disability, or learning difficulty, who may be claiming benefits or be economically inactive or who may have a wide range of other issues are eligible for the programme.

The programme covers the towns and surrounding rural areas of Wisbech, March, Whittlesey, Chatteris, Kings Lynn, West Norfolk, Rutland, Huntingdonshire, Ely and East Cambridgeshire.

The programme is funded as part of the Building Better Opportunities by the European Social Fund and the National Lottery Community Fund.

Community Connections North partners are:

- Cross Keys Trust
- FACET
- The Ferry Project
- Hanseatic Union
- Headway Cambridgeshire
- Kickstart
- Early Years Alliance
- TCHC Group Ltd

### 2 Responsibilities

It is the responsibility of the Community Connections North Joint Steering Group to ensure that the terms of the policy are adhered to and to produce and implement a related Action Plan for the programme.



# Addendum

## Opportunity Suffolk

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### 1 Opportunity Suffolk

Opportunity Suffolk is a network of local specialist support organisations with a wide range of expertise to help build skills, gain confidence and meet the challenges that individuals face to get into employment or training.

It is open to individuals who meet all of the following criteria:

- Live in and/or access services in Suffolk
- Are aged 24 or over
- Has not worked in the last six months (We can, on a case-by-case basis assist those who have worked within the last three to six months)

The programme is funded as part of the Building Better Opportunities by the European Social Fund and the National Lottery Community Fund.

Opportunity Suffolk partners are:

- Anglia Care Trust
- Green Light Trust
- Inspiring Aspirations
- Leonard Cheshire
- Sharing Parenting
- Suffolk Refugee Support
- TCHC Group Ltd

### 2 Responsibilities

It is the responsibility of the Opportunity Suffolk Joint Steering Group to ensure that the terms of the policy are adhered to and to produce and implement a related Action Plan for the programme.



# Addendum

## Enterprising People

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### 1 Enterprising People

The Enterprising People programme offers support to those who wish to set up their own business and become self-employed.

It is open to individuals who are 18 or over, unemployed or economically inactive or facing disadvantages who live in the South East Midland Local Enterprise Partnership area - which includes areas in and around Kettering, Daventry, South Northamptonshire, Milton Keynes, Bedford and Central Beds, Luton and Banbury.

The programme is funded as part of the Building Better Opportunities by the European Social Fund and the National Lottery Community Fund.

Enterprising People partners are:

- Building Business
- Evolve Your Future
- Early Years Alliance
- Society for the Advancement of British Arts (SABA)
- TCHC Group Ltd

### 2 Responsibilities

It is the responsibility of the Enterprising People Joint Steering Group to ensure that the terms of the policy are adhered to and to produce and implement a related Action Plan for the programme.



## Addendum

### Career Sparks

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#### 3 Career Sparks

Career Sparks is a network of local specialist support organisations with a wide range of expertise to help build skills, gain confidence, and meet the challenges that individuals face to get into employment or training.

It is open to individuals who meet all of the following criteria:

- Live in or around Milton Keynes.
- Are aged 15 - 24.
- Are not in Education, Training or Employment (NEET) or are at risk of becoming NEET.

The programme is funded by the European Social Fund and match funded by the partners who are:

Milton Keynes College  
Milton Keynes Council  
Milton Keynes Christian Foundation  
Milton Keynes Dons SET  
SOFEA  
TCHC Group Ltd

#### 4 Responsibilities

It is the responsibility of the Career Sparks Joint Steering Group to ensure that the terms of the policy are adhered to and to produce and implement a related Action Plan for the programme.



## Addendum

# Skills Support for the Workforce/ Redundancy

## 5 Contracts for the following LEP Areas

Greater Cambridge and Greater Peterborough	ESF-5111
Hertfordshire	ESF-5114
Northamptonshire	ESF-5115
SEMLEP	ESF-5116
Greater Birmingham and Solihull (Transitional)	ESF-5126
Worcestershire	ESF-5125
Black Country	ESF-5131
Stoke on Trent and Staffordshire	ESF-5124

## 6 Responsibilities

It is the responsibility of staff involved in the contract to ensure that the terms of the policy are adhered to.



**European Union**

European  
Social Fund





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