

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. 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 Managing Director and The 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 the Operations Director
- 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 web and team 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 sound 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 update 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 2020/2021

In support of our sustainability policy, we will monitor & report 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 2020/2021 we will aim to:



- Reduce energy consumption per person by 2.5%
- Discuss with the landlord the potential for purchasing part of our annual energy supply from a green energy tariff (energy that is generated from a renewable source)
- Monitor consumption and seek further energy saving initiative

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 2020/2021 we will aim to:

- Reduce paper consumption per person by 2.5% and paperless aim to go paperless where possible
- Recycle 100% of all wastepaper
- Request that all home-office based workers use recycling facilities
- 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 2020/2021 we will:

- Reduce the annual mileage per person by 2.5%
- All meetings to be virtual where possible
- Ensure staff operate our 'car share' approach wherever possible covid-19 restrictions permitted
- 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 2020/2021 we will:

- Ensure 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

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

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

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

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.



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Courtney Grinham, Managing Director - TCHC GROUP LTD

Document History

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Monitoring and reporting Action Plan

Sources of impact	Objectives	Policies and Targets	Indicators	Actions (2020/2021)
Travel by TCHC Group staff	<p>To minimise carbon emissions and other impacts by avoiding unnecessary business Travel.</p> <p>To minimise the impact of necessary staff business travel by maximising the use of public transport, walking or cycling.</p> <p>To offset the residual carbon emissions from business travel</p>	<p>Actively review and implement revised journey to work and business travel patterns and encourage the use of Public or green transport, walking or cycling</p> <p>Reduce year on year the total carbon emissions from TCHC Group travel per full time equivalent (FTE) and £ turnover Increase year on year the proportion of replacements to out of office meetings (e.g. teleconference, video conference and web cam) compared with the total number of meetings</p>	<p>Number of business journeys by mode / distance travelled by mode per annum</p> <p>The ratio of distance (km) travelled by train to distance travelled by air (km)</p> <p>Total carbon dioxide emissions from TCHC Group travel and average per FTE and £ turnover Amount of carbon emissions offset per annum</p> <p>Number of replacements to out of office meetings (e.g. teleconference, video conference and web cam) per annum</p>	<p>Record the number of out of office meetings and alternatives (teleconference / video conference / web cam) where it is a replacement for meetings.</p> <p>Develop a target for reducing carbon emissions from air travel per full time equivalent (FTE) and turnover per year Investigate becoming carbon neutral</p> <p>Produce advice for employees Carry out a Staff Travel Survey to identify staff different modes of transport, mileage, fuel.</p>
Office energy consumption	<p>To minimise energy consumption</p> <p>To minimise the impact of the energy used by supporting renewable energy sources</p>	<p>All lighting to use low energy bulbs</p> <p>As office equipment is replaced, purchase the most energy efficient equipment when compared with alternatives of a similar cost and performance</p>	<p>Total carbon dioxide emissions from TCHC office energy use and average per FTE and £ turnover</p> <p>Total TCHC office energy use and average per FTE</p>	<p>Ensure computer equipment is set to go to standby when left for a short period and equipment turned off at night where practical Install thermostat for heating, if practicable</p>

		Maximise the proportion of electricity used from renewable energy sources, whilst also supporting investment in new renewable energy schemes.	and £ turnover Proportion of total TCHC electricity used from renewable sources	Develop a target for the proportion of electricity from renewables and investment in new schemes Produce advice for employees
Paper	To minimise paper use	Total paper consumption per FTE will not increase	Total direct paper consumption and average per FTE and £ Turnover	Baseline for monitoring paper use to be established and paper use
Consumption	To minimise the impacts of producing the paper used	All direct paper consumption will be on 100% recycled paper 50% of paper consumption through print All new printers to be capable of duplex Printing Mono printing where possible		Monitored Produce advice for employees
Waste generation	To minimise the amount of waste generated To maximise the proportion of waste recycled	All waste office paper and toner cartridges will be recycled All glass, cans and plastic bottles will be recycled All redundant office equipment will be sold or donated for reuse or recycled As office equipment is replaced, purchase the most resource efficient equipment (e.g. toner waste etc) compared with alternatives of a similar cost and performance	Number / weight of bags of rubbish generated per annum and average per FTE and £ turnover Number/ weight of bags of paper recycled per year	Maintain system to record waste generated and use baseline to assess improvement

Use of recycled goods	Increase the purchase and use of recycled goods	As equipment needs to be replaced or purchased, source and buy recycled goods such as; printer toners/cartridges, paper.	Number of purchases and cost savings	Record and monitor purchases and costs and review other opportunities of using recycled goods
Water use	To minimise office water use	As equipment is replaced, purchase the most water efficient equipment when compared with alternatives of a similar cost and performance		Review measures that could be taken to reduce water use Produce advice for employees
Social and Local community	To support local businesses and contribute to our social and local community and the environment	<p>Purchase products and use suppliers locally wherever practical</p> <p>Purchase goods and services that are produced and delivered in line with International Labour</p> <p>Organisation principles in respect of human rights and conditions of employment</p> <p>Cultivate opportunities for Minority Owned Businesses</p> <p>Support job creation both locally and nationally</p> <p>Twenty days voluntary work by TCHC staff per year</p>	<p>Review supplier base</p> <p>Number of person days of voluntary work undertaken per year</p> <p>Provide regular training opportunities for all employees</p> <p>Staff recruitment data</p>	<p>Review Annually</p> <p>Review staff recruitment policy</p>