

1. Introduction

The purpose of this policy is to protect the environment and respond to changing environmental conditions in balance with socio-economic needs

It is based on and complies with ISO 14001: Environmental Management Systems.

1.1 Organisational context

Xact's principal location is the office located at 3 Abbey Lane Court, Evesham, with teaching and additional organisational activities being practised remotely.

Xact recognises that our operations have an effect on the local, regional and global environment and acknowledges that it has a responsibility to minimise these effects in order to protect the environment for future generations. Therefore, Xact will aim to minimise the effects on the environment from its actions.

1.2 Our Commitment

Xact commits to improve awareness of environmental matters through:

- a) Adequate training of all staff including contractors
- b) Adopting Best Practice in operations
- c) Seeking opportunities to develop environmental awareness through all interested parties

Xact will also seek to encourage staff to adopt this attitude in external practices.

1.3 Purpose of Policy

The purpose of this policy is to:

- a) Assure all interested parties of the commitment that Xact has to implementing responsible environmental management
- b) Reduce incidents which may harm the environment
- c) Reduce consumption of raw materials
- d) Help to provide a better environment for future generations

1.4 Definitions

Staff: Employee, agency worker, contractor, sole trader e.g. manager, supervisor, administrator, tutor, assessor, mentor, internal verifier, internal quality assurer, end point assessor etc.

Xact: Xact Consultancy & Training Limited and Xact Training Limited trading as Xact Assessment

2. Leadership

2.1 Responsibilities

- a) Operations Director is responsible for this policy and addressing non-conformity when notified.
- b) Business Support Manager is responsible for the implementation of this policy
- c) Staff members are responsible for adherence to the terms of this policy and raising non-conformity issues with the Operations Director.

2.2 Leadership and Commitment Statement

As Operations Director, it is assumed that the environmental ethic of the company is set as a precedent and Xact pledges to:

- a) Identify, monitor and manage the existing and potential aspects of our operations that significantly impact on the environment in line with a culture of continual improvement.
- b) Comply with relevant environmental legislation and other appropriate environmental requirements as a minimum level of performance, seeking best environmental practice where it is viable to do so.
- c) Prevent pollution from our activities.
- d) Be efficient with the resources that we use whilst maintaining quality.
- e) Educate and engage employees in our environmental agenda.
- f) Provide the resources, training and information necessary for employees to comply with and implement this policy.
- g) Ensure that decisions made to undertake new activities are consistent with our environmental commitments.
- h) Communicate our environmental commitments to customers, contractors and suppliers.
- i) Respect our neighbours by considering environmental impacts on the communities in which we operate and promote open dialogue with them.
- j) This policy statement will be reviewed, improved and developed as appropriate to ensure its continuing suitability to our business.



T J Norwood
Director

19th February 2022

3. Environmental Policy

Xact is committed to minimising the negative effects on the environment by:

3.1 Reducing Waste Sent to Landfill

Xact has a responsibility to dispose of waste in a responsible and sustainable manner and is actively involved in implementing and integrating this waste management practice at all levels of the business.

Xact will do this by:

- a) Implementing a Reduce/Reuse/Recycle ethos (see 4.1 Reduce/Reuse/Recycle Guidance)
- b) Providing recycling facilities at common points within the office which are regularly serviced and easy to use
- c) Complying with the separation requirements of the current waste collection agency
- d) Regularly reviewing the opportunities to reduce waste which is to be sent to landfill
- e) Ensuring supplies are purchased following the Supplies Guidelines (see 4.2 Supplies Guidance)
- f) Selecting additional venues/facilities to be utilised with a consideration of the waste reduction procedure in place

3.2 Reducing Pollution

Xact understands the importance of having a clean and safe environment, protecting this for future generations, as well as minimising the negative effects of any future activities.

Xact will do this by:

- a) Considering low emissions as a high priority when purchasing new equipment, eg. Low NOx emissions from boilers
- b) Monitoring the possibilities of pollution to local areas from light, noise and odours and that the effects of these are minimised
- c) Providing adequate waste disposal facilities to avoid litter

3.3 Reducing Effect on Local Ecology and Biodiversity

Xact understands that actions carried out could have an effect on local ecology and biodiversity and that these effects should be minimised to ensure species protection for future generations.

Xact will do this by:

Environmental Policy

- a) Discouraging all interested parties from performing any actions which would have a negative impact on the local existing natural habitats in the area immediately surrounding the office location
- b) Considering the effects of the local environment by providing specifications aimed at improving the local ecology for any new developments
- c) Selecting additional venues/facilities to be utilised with a consideration of their effect on local ecology and biodiversity

3.4 Reducing the Environmental and Other Effects of Transport

Xact understands the impact of travel on the environment, including congestion and that air quality should be maintained in order to provide future protection.

Xact will do this by:

- a) Hosting meetings/training sessions virtually
- b) Permitting home working
- c) Consolidating delivery collections to minimise the number of pickups/drop offs
- d) Placing supply orders strategically to reduce the number of pick-ups/drop-offs
- e) Discouraging use of private vehicles
- f) Encouraging sharing vehicles
- g) Encouraging the use of electric cars
- h) When necessary to travel, use public transport
- i) Encouraging staff to drive responsibly when on work business, therefore minimising fuel consumption
- j) Supplying facilities for bicycle storage

3.5 Being Responsible for the Effect of Xact's Supply Chain

Xact understands the impact of the supply chain on both the environment and social aspects and that both areas need to be protected in order to provide for future generations.

Xact will do this by:

- a) Requiring suppliers and contractors to identify the impacts of their companies' activities and to act in a manner which promotes sustainability
- b) Only working with suppliers who abide by legal working regulations, including Equality, Diversity and Inclusion legislation and taking adequate Health and Safety measures
- c) Ensuring supplies are purchased following Supplies Guidelines. See 4.2 Supplies Guidance

3.6 Initiating Active Community Involvement

Xact is aware of the impact of actions within its local environment and that company and community goals may not align completely, but that every effort should be made to establish common strategies to build a stronger, healthier community.

Xact will do this by:

- a) Using community knowledge as an important resource
- b) Consideration of consultation locally if any areas of development may have an external effect on the community and to prevent exclusion

3.7 Reducing Water Consumption

Xact understands that the behaviour of the staff and other interested parties is likely to have the greatest effect on water consumption and therefore this, in combination with the maintenance of the water system, needs to be addressed.

Xact will do this by:

- a) Monitoring water consumption, by use of a water meter, to detect leaks and ensure appropriate use of water.
- b) Ensuring adequate maintenance of all pipes/taps/outlets to prevent leaks
- c) Ensuring water is used conservatively, with all taps/faucets fully turned off when not in use
- d) Selecting additional venues/facilities to be utilised with a consideration of the water consumption policies in place

3.8 Reducing Energy Consumption and CO₂ Emissions

Xact understands that energy efficiency plays a critical role in the protection of the environment for future generations, therefore every effort should be made to maximise energy efficiency, sustainability and minimise emissions.

Xact will do this by:

- a) Ensuring that energy is consumed responsibly (see 4.3 Energy Consumption Reduction Guidance)
- b) Ensuring that improved energy efficiency is a priority when purchasing new equipment
- c) Selecting additional venues/facilities to be utilised with a consideration of the energy consumption policies in place

4. Guidance

4.1 Reduce, Reuse and Recycle

4.1.1 Reduce

The following steps will be taken to ensure efficient use of supplies

- a) Employing duplex printing (printing on both sides)
- b) Only printing the number of course manuals required
- c) Keeping electronic records so that paper records are kept to a minimum
- d) Only printing necessary documents, actively encouraging interested parties to do the same, e.g. not printing emails.
- e) Encouraging a conserving attitude to supplies and resources within our workforce

4.1.2 Reuse

The following steps will be taken to reuse resources:

- a) Reusing of waste paper for note taking
- b) Reusing of packaging materials and cardboard boxes (within Covid guidelines)
- c) Reusing stationery supplies wherever possible, e.g. folders

4.1.3 Recycle

In addition to the steps raised in section 3.1 Reducing waste sent to landfill, the following actions will be taken to recycle:

- a) Re-cycling batteries, by collecting and disposal at designated drop-off points (major supermarkets)
- b) Once exhausted, printer cartridges are to be returned to the printer provider to be refilled
- c) Ensuring compliance with WEEE (waste electrical and electronic equipment) by:
 - i) Donating redundant equipment to local schools whenever possible
 - ii) Sending non-functioning redundant equipment to our IT provider for safe disposal/recycling

4.2 Supplies Guidelines

In addition to the steps raised in section 3.1 Reducing waste sent to landfill, the following actions will be taken when ordering supplies:

Xact's stationery requirements will be sourced from supplies which are either:

- a) Endorsed by the FSC Forestry Stewardship Council, or
- b) Sustainable managed forests, or
- c) Recycled products

4.3 Energy Consumption Reduction Guidance

The following steps will be taken within the office to reduce energy consumption, in addition to the steps taken in 3.8 Reducing Energy Consumption and CO₂ emissions:

- a) Monitors/TVs turned off when not in use
- b) Air conditioning unit turned off when premises not in use
- c) Lights are not left on for areas not in use
- d) Energy saving/LED lights installed wherever possible
- e) Ensuring all electrical equipment serviced and maintained, to promote efficiency, e.g. air conditioning, boiler, printers etc

5. Planning

In addition to the areas covered in 3 Environmental Policy and 4 Guidance, opportunities and risks will be assessed and action will be planned to prevent these from having an impact on the environment. Additionally, consideration will be given to how environment issues can impact the business itself.

6. Support

Xact will ensure that all relevant resources will be provided to all interested parties who have responsibility to create, monitor and uphold the environmental policy.

6.1 Communication

Xact will facilitate the communication, training and awareness of the environmental policy, environmental effects of its operations and required actions, to the following interested parties in the manner indicated:

- a) Employees – as part of their induction and continual improvement programme
- b) Contractors and subcontractors – as part of the terms and conditions of their instruction and by continual communication

7. Operation

Xact will endeavour to control the processes outlined above, to ensure that the impact on the environment does not increase in magnitude over time. Steps to outline these are raised in 3 Environmental Policy and 4 Guidance.

7.1 Emergency Response

Xact will be prepared and will quickly respond to emergency situations in a manner which is appropriate to its needs.

Processes for emergency response are listed in Xact's standard Policies, Procedures and Guidance and are governed by the Operations Director.

8. Performance and Evaluation

Environmental targets and goals designed to improve the environmental impacts of the organisation will be implemented which can be measured and monitored.

8.1 Audit

Xact will conduct an annual self-evaluation of its performance in implementing these principles and in complying with all applicable laws and regulations

8.2 Management Review

Senior Management will review the outcomes of all evaluation goals and audits regularly to determine opportunities for improvement

9. Improvement

The results of the performance and compliance analysis, evaluations and audits will be taken into account and action will be taken to review and improve the Environmental Policy when required. This will include corrective action, innovation and re-organisation but will be focussed on continual improvement of suitability, adequacy and effectiveness to maximise the environmental performance of Xact.

9.1 Non-Conformity and Corrective Action

Non-Conformity may arise during the process of performance and compliance analysis, evaluation and audit or from interested party notification.

Xact resolves to ensure that any non-conformity raised will be addressed as follows:

- a) Taking action to control and correct the issue
- b) Dealing with consequences, overcoming resulting environmental effects
- c) Evaluating action required to prevent re-occurrence by reviewing the non-conformity, determining the cause and the likelihood of similar non-conformities arising