



# Environmental Policy

Version	1
Approved by	Exec Team
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Access	BreatheHR
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## Policy Statement

“The Company” and “We” relates to Instructus and its subsidiary company CQM Training and Consultancy Ltd.

## Introduction

We recognise that we have a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers, suppliers and other stakeholders to do the same.

## Responsibility

It is the responsibility of the Senior Management team to ensure that the environmental policy is implemented. However, all employees have a responsibility to ensure that the aims and objectives of the policy are met.

## Policy aims

The Company will endeavour to:

- Comply with and exceed all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness and training

## Specifically, we will:

### Reduce Waste by

- Recycle resources such as stationery items
- Recycle wastepaper – confidential and non-confidential
- Recycle Toner and Ink Cartridges
- Use glasses and cups in the office, as opposed to paper/plastic
- Office recycling stations are set up to avoid waste going to landfill

### Photocopying/Printing

- Reduce the amount of paper used in printing, through double sided printing or using electronic/digital methods, such as E Portfolio, LMS or digital scanning services
- Policies are held on our HR portal breathe

### Travel

- Reduce the amount of travel to internal and external meetings by using MS Teams/Zoom where possible
- We use online systems for IQA activity such as One File and Skilsure
- EPA assessments to be done remotely through MS Teams where appropriate

### Utilities

- Taps, lights, air conditioner unit and IT Equipment to be switched off when not in use