

ENVIRONMENTAL & SUSTAINABILITY POLICY & PROCEDURE

1) Statement

Engineering Trust Training (ETT) is committed to operating in an environmentally sustainable manner in all aspects of business operations, decisions, and activities. ETT aims to reduce its environmental impact, focusing on carbon footprint reduction, energy and resource efficiency, and sustainable procurement practices, with particular consideration for the unique needs of our on-site academy, staff, and apprentices working at off-site locations.

2) Practices and procedures

a) Practices

- i) **Minimise Waste:** Prioritise digital resources and portfolio systems to reduce paper use and physical waste wherever feasible.
- ii) **Optimise Travel:** Reduce on-site, face-to-face visits to apprentices where possible, using digital and remote methods, and lowering overall travel by Training Officers. Visits will be consolidated and streamlined to minimise distance travelled and associated emissions.
- iii) **Sustainable Vehicles:** Transition Training Officers into hybrid vehicles, and where practical, shift to fully electric vehicles to reduce travel-related carbon emissions.
- iv) **Local Partnerships:** Collaborate with colleges and training facilities near apprentices' workplaces to minimise travel distances and enable sustainable learning pathways.
- v) **Environmental Alignment with Partners:** Prioritise partnerships with colleges and external training providers that demonstrate strong environmental and sustainability commitments and practices.
- vi) **Reuse, Reduce, Recycle:** Integrate waste reduction and recycling practices into all aspects of operations, including office supplies, electronics, and facility management.
- vii) **Remote Work:** Authorising remote working from home for specific staff whose roles allow them to do so, supporting reductions in commuting emissions and enhancing work-life balance.

b) Procurement

- i) ETT is committed to meeting its operational needs in an environmentally responsible manner, procuring goods and services with minimal environmental impact. Value for money will be balanced with sustainability, and all suppliers, business partners, contractors, and subcontractors are expected to adhere to ETT's sustainability objectives.
- ii) ETT will meeting its needs whilst minimising damage to the environment. To achieve this will procure services, resources and utilities in a way that achieves value for money whilst having as smaller impact on the environment as reasonably practicable. Suppliers, business partners, contractors and sub-contractors must also comply with this sustainability policy and initiatives.

- iii) ETT will work with suppliers and contractors when procuring services to minimise and manage environmental impacts, sourcing products, materials and services ethically wherever possible through recognised credible standards.