

Document Control		
Document Ref: PD/EP	Date Issued: 19 th December 2023	Document Classification: Public
Document Title: Environmental Policy	Date of Next Review: See BP23 Compliance Assurance Schedule	
Version: 2.4	Author: K.Smith	

Change Log (For Historic Changes prior to 2020 see the Historic Change Log at the end of this policy)				
Date:	Change Description:	Proposed:	Actioned:	Approved:
15/06/2020	Removal of reference to usage of public transport and car sharing wherever feasible to reflect the Government's COVID-19 advice	05/06/20 Team Meeting	H. Lees 15/06/2020	<i>K.Smith</i>
05/01/2021	Re-issue following review at December 2020 Team Mtg (no changes required)	18/12/20 Team Meeting	H.Lees 05/01/2021	<i>K.Smith</i>
02/06/21	Minor changes following review of an Employer's requirements	28/04/21 K.Smith	H.Lees 02/06/21	<i>K.Smith</i>
6/7/2021	Additional tools following annual review at Team Meeting	Team Meeting 2/7/2021	KS 6/7/2021	<i>K.Smith</i>
21/12/2021	Minor drafting updates following annual compliance assurance review	H.Lees 18/12/2021	H.Lees 18/12/2021	<i>K.Smith</i>
30/03/2022	Minor drafting updates to reflect requirements of a Supplier	K.Smith 23/02/22	H.Lees 29/03/22	<i>K.Smith</i>
2012/2022	Minor drafting updates to improve clarity from annual compliance assurance review	H.Lees 19/12/2022	H.Lees 19/12/2022	<i>K.Smith</i>
19/12/2023	Re-issue following completion of annual compliance assurance review (no changes required)	H.Lees 12/12/2023	H.Lees 19/12/2023	<i>K.Smith</i>

Purpose

The purpose of this policy is to set out the intentions and key tools that Capella will use to ensure environmental considerations are incorporated into our business activities.

Owners

All Capella Associates will be aware of and work within this policy.

Intent

We aim to minimise the impact of our activities on the environment, and to take a proactive approach to conserving natural resources, reducing waste and reducing Capella's environmental footprint.

Tools

Key tools we will use to minimise our impact include:

1. Reducing our paper usage by:
 - using online training materials, rather than hard-copy training materials, wherever possible
 - ensuring that, where hard-copy training materials are required, we only order the number that are required to meet apprentice/delegate or Programme needs
 - using electronic, rather than hard-copy, documents wherever possible. (**Note:** *For levy-auditing processes (e.g. apprenticeship) the impact of printing/posting evidence should be considered, and wherever possible electronic copies / evidence should be utilised and retained on 365*).
2. Reduce our usage of transport by:
 - Replacing face-to-face meetings with internet-based communications such as phone and video conferencing wherever possible. However, face-to-face coaching or meetings should be used where these are the better option to support apprentices/delegates, employers or colleagues.
 - Where face-to-face meetings are required, encouraging Associates and apprentices/delegates to use public transport or car-sharing wherever possible, subject to any government or health guidance to the contrary being in force.
3. Reduce our usage of e-communications storage by:
 - choosing appropriate methods and circulation lists which minimise the number of electronic copies/transactions
 - regularly emptying sent/deleted email folders and archive folders
 - reviewing marketing subscriptions on a regular basis and cancelling unwanted subscriptions
 - not sending unnecessary emails
4. When new equipment is required where possible endeavour to:
 - purchase environmentally sustainable products, and
 - to purchase e-rated equipment in order to reduce our energy usage
5. Encourage Associates and apprentices/delegates to use re-usable water / drinks bottles where possible in order to reduce the usage of plastic.
6. Recycling materials from both office and training activities where these materials are no longer required.
7. Ensuring that our Venue Assessment checklist (CL4) includes a check regarding the availability of recycling facilities.
8. When equipment and/or materials are no longer required, donate them to charities or educational establishments wherever possible (taking into account any data/information security requirements as set out in the Data Transfer & Storage policy).
9. Including environmental criteria in the Project Selection phase for apprentice/delegate projects and incorporating relevant references in training materials.

10. Undertake regular reviews of best practice and improvement opportunities, prompted by the Capella Leadership Team Meeting Standard Agenda (BP14) and our Objective Setting/Review process.

At all times we will encourage all Associates and apprentices/delegates to take personal responsibility for their own actions, to be conscious of the environment and to take reasonable steps to reduce waste, re-use and recycle products.

Review and Updates

This policy will be reviewed every 12 months as a minimum.

Historic Change Log (For changes from 2020 onwards see the Change Log at the start of this policy)				
Date:	Change Description:	Proposed:	Actioned:	Approved:
6 June 2016	<ul style="list-style-type: none"> • Addition of reference to Capella Team Meeting Standard Agenda to prompt regular review • Addition of reference to Objective Setting/Review process • Addition of reference to being conscious and taking reasonable steps 		KS	<i>K.Smith</i>
23 June 2016	Addition of reference to recycling through our print supplier following sharing of best practice at team meeting		KS	<i>K.Smith</i>
26 Nov 2016	Addition of reference to checklist for venue selection	Team Meeting	KS	<i>K.Smith</i>
13 Jan 2017	Minor change to key tools list to align with process documentation		KS	<i>K.Smith</i>
11 Dec 2017	Addition of clarity regarding face-to-face meetings, plus reference to audits / evidence of levy funded programmes.	Team Meeting	CH	<i>K.Smith</i>
18/12/17	No change made – policy reviewed and reissued	K.Smith 18/12/17	K.Smith 18/12/17	<i>K.Smith</i>
28/11/18	No change made – policy reviewed and reissued	K.Smith 28/11/18	C.Hughes 28/11/18	<i>K.Smith</i>
07/06/19	Addition re encouraging use of re-usable water bottles Addition of reference to issuing of tablets in place of printed training materials wherever possible	Team Meeting	C.Hughes 04/07/19	<i>K.Smith</i>
17/12/2019	Inclusion of reference to usage of public transport wherever feasible	Dec 19 Team Meeting	H Lees 17/12/19	<i>K.Smith</i>

