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Version	Action	Author	Verifier	Comments	Date
1.0	Original	Nasir Lakhanpal	Simon Fitzgerald	Creation	04/05/2018
2.0	Annual Review	Nasir Lakhanpal	Simon Fitzgerald	Update	06/05/2019
2.1	Review	Simon Fitzgerald	Nasir Lakhanpal	Update	30/08/2019
3.0	Review	Simon Fitzgerald	Nasir Lakhanpal	Update to include disposal of waste via approved supplier	28/1/2020
4.0	Annual Review	Jas Mann	Simon Agar	Reviewed	02/02/2021
4.1	Annual Review	Ruth Exelby	Simon Fitzgerald	Reviewed	010/2/2022
4.1a	Annual Review	Eddie Cottis	Simon Fitzgerald	Extension to date due to office move in March 23	02/02/2023
4.1B	Annual Review	Nasir Lakhanpal	Jodi Pearson	Date for Review	24/06/2025
				Date for review	24/06/2025

Person Responsible

Head of HR and Facilities

1 Introduction

PET -Xi is not only committed to providing activities for the young and the community and a venue for many community organisations, but also promotes and acknowledges their responsibility to protect and conserve our environment. This policy covers staff and participants and will be communicated via learner and staff handbooks, embedded within delivery and learning.

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2. Environmental Goal

PET-Xi continually reminds learners and the community that the environment is everybody's responsibility and leads by example.

3. Sustainability Policy

In pursuance of its environmental commitments, PET-Xi will continue to:

- comply with, and where appropriate exceed, legal regulations and voluntary standards in all its operations
- practise the principle of Reduce, Reuse, and Recycle in the consumption of material
- seek continual improvement of its environmental performance on all fronts.

4. In house Green Practices

PET-Xi aims to reduce its carbon footprint by;

- Reducing paper consumption in the office through more use of email and promoting the use of scrap paper
- distributing electronic copies of information papers on the local network
- procuring photocopiers with double-sided photocopying and automatic energy saving functions
- procuring plain paper fax machines instead of thermal paper ones
- procuring environmental friendly products, toner cartridges, etc.
- ensuring that lights and other unnecessary electrical appliances have been switched off
- placing recycling waste bags at prominent locations in the building to collect used paper and recycling materials
- providing ongoing training on workplace health and safety to its entire staff.
- Utilise online delivery mechanisms such as PET-Xi Live to reduce learner and staff travel when appropriate.

5. The Local Community

PET-Xi recognises its responsibility to contribute to the City of Coventry's environmental policy 'To secure health and quality of life for present and future generations'. We will pursue these aims by all practicable means, namely;

- make use of available recycling resources opportunities
- strive for a reduction in energy use by operating efficient use of heating and lighting
- involve children and young people in local environmental activities

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- promote awareness of environmental issues through all areas of PET-Xi programme implementation.
- collect office waste and take to recycling centre.

6 Equality Impact Assessment

Equality Impact Assessment is the process by which consideration is given to all aspects of the organisation's work and services, to assess the degree by which PET-Xi is actively promoting equality and ensuring any potentially discriminatory practices are identified and removed.

This policy has been assessed for its impact on equal opportunities and has been informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

7 ESF

EU Regulation

PET-Xi recognises that sustainable development is a regulatory cross cutting theme for all Structural Fund programmes. In line with the UK Government PET-Xi is committed to sustainable development. PET-Xi aims to stimulate economic growth and tackle the deficit, maximise wellbeing and protecting the environment, without negatively impacting on the ability of future generations to do the same.

Our commitment builds on the government's and ESF cross cutting principles that underpin and recognise the needs of:

- the economy;
- society; and
- the natural environment,

This policy provides a firm commitment in promoting sustainable development whilst delivering the European Social Fund activity that is being funded and provides an assurance that any activities will also support sustainable development.

ESF Contracts covered within this plan include:

- SSU Stoke and Staffordshire and SSU Cambridge and Peterborough
- SSW Coventry and Warwickshire, SSW Leicestershire and SSW Birmingham Transitional
NEETS Stoke and Staffordshire

All the above projects utilise the hire of temporary training rooms for limited periods of time to help deliver these projects – this leading to a lack of control over some of the 'environmental' aspects of our delivery. This has led to a more limited plan in relation to this delivery and therefore this plan focuses on those areas in our direct control.

8 Sustainable Development Implementation / Action Plan

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In Delivering ESF contracts PET-Xi will:

- minimise waste;
- minimise energy consumption;
- minimise use of travel and promote use of public or green transport where travel is unavoidable.
- ensure 100% legal compliance with WEEE Regulations

PET-Xi will monitor these against predetermined benchmarks with the aim being to demonstrate that, as far as possible, efforts are made to reduce waste, increase recycling and reduce energy consumption during the life of the project.

- 15% reduction in the number of toner cartridges used - this means reducing from the current 120 cartridges PA to 102 by August 2020 and then a further 5% per year on year over the next 3 years
- 20% reduction in the volume of paper consumed from a baseline of 480 reams and then a further per 5% year on year over the next 2 years
- 15% reduction in electricity consumed in terms of KWh by 10% by August 2020 from a baseline of 12398 KWh PA and then a further per 4% year on year over the next 3 years
- All IT is procured and disposed of via PET-Xi IT department with Line management to ensure compliance with PET-Xi IT procurement and disposal process.
- Disposal of waste will be carried out using a registered waste collector in line with legislative requirement. This includes ensuring that WEEE, Waste Electrical and Electronic Equipment, waste is disposed of legally and is not mixed with general waste.

9 Communication

PET-Xi will use a range of mechanisms to communicate energy and environmental sustainability to employees and learners. These will include but not be limited to:

- team meetings
- within lessons and support sessions to ensure learners understand the sustainability theme
- company newsletters for both staff and learners
- and a 'Switch off' computers and lights campaign.

Please note that the policy applies to Skills Support for the Workforce/ Redundancy contracts for the following LEP Areas

Coventry and Warwickshire	ESF-5130
Greater Birmingham and Solihull (Transitional)	ESF-5126
Leicester and Leicestershire	ESF-5123

Please note that this policy also applies to the contracts for the following DWP/ESF contracts

Positive Futures for Birmingham and Solihull	OC12S19P1442
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Positive Futures Plus	OC06S19P1371
D2N2 Positive Futures	OC08S19P1515
Cumbria Positive Futures	OC07S19P1534

Each of the above projects will have its own Sustainability plan in line with contractual and EU regulations.

10 Review of Policy

The above policy will be reviewed by the relevant parties after a period of 1 year or as required.