Environmental, Social and Governance Policy

VISION AND COMMITMENTS

We recognise that we have a responsibility to environmental and social issues beyond legal and regulatory requirements; this is echoed in the company name and in its stated aim to provide and support Ethical Connected Training. We are committed to behaving in an ethical manner, to reducing our environmental impact, and to governing fairly and transparently as integral parts of our business strategy and operating methods. This commitment will be reviewed regularly.

Definitions
'Environmental' includes:
- Matters pertaining to the protection of the Earth, to the climate crisis and to the natural world.
- Any aspect of running the business that be seen through the lens of sustainability.

We recognise that the growing concerns around the climate crisis are not separate from our day to day lives, and aim to create a working atmosphere where these concerns are welcome and can be addressed in collaboration.

'Social' includes a focus on fairness and equality in terms of:
- Our own employee and associate health and safety, safeguarding, diversity and inclusion, support and wellbeing.
- Relationships with organisations we are, or are considering working with, for their involvement in any of our ethical issues of concern.

'Governance' includes:
- The decision-making structures and processes of the organisation.
- Leadership and management as well as all activities.

The organisation commits to:

- Comply with and exceed all relevant regulatory requirements, with particular reference to Welsh Legislation including The Wellbeing of Future Generations (Wales) Act 2015 and The Environment (Wales) Act (2016) and the ethical standards set out by the Welsh Government's recommendations on Dealing Responsibly with Employees, Customers and Suppliers.

- Monitor, and look for opportunities to improve, our ethical and environmental performance by including these topics in every staff meeting.

- Incorporate environmental factors and ethical awareness into business decisions, including procurement, administration and delivery of services.

- Promote, where possible, awareness of ethical and environmental issues to staff and associates

- Publish this statement in its most up-to-date form on both our main website and on our Moodle Online Support website, as well as making it available in a modifiable template for use by others.
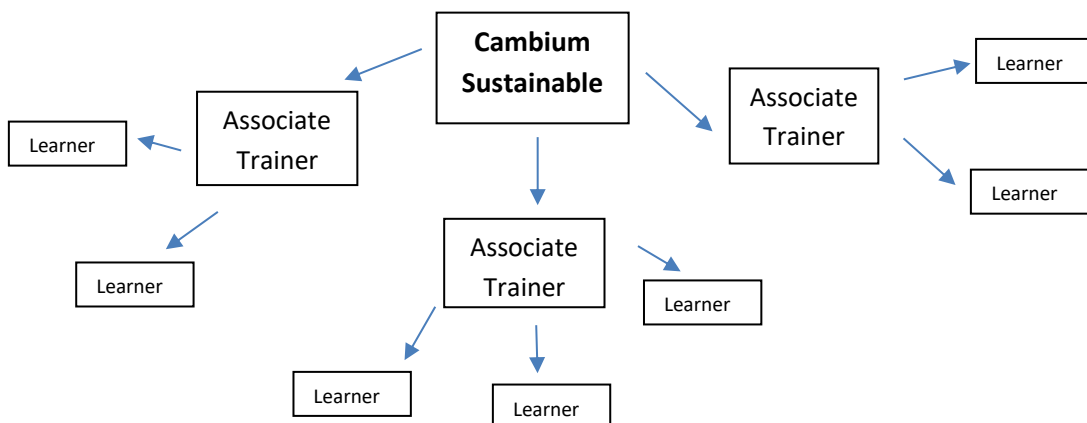
See Action Plan below for more detailed commitments.

RESPONSIBILITY AND LIMITATIONS

The directors are responsible for ensuring that the ESG policy is implemented. However, all employees are encouraged to take responsibility for meeting the aims and objectives of the policy. Staff are empowered to share this responsibility.

Organisational scope

Our position as a Training Centre means that outside of the immediate staff team we have a number of Associate Trainers who are not employed by us but are required to adhere to our policies and procedures. They in turn have direct contact with the learners who are the ultimate clients or beneficiaries of the service we provide.

We carry out annual checks to monitor Associate Trainers' agreements to work in alignment with our ethos and operate within our guidelines. However, we recognise the limitations of our power here since they are independent practitioners and not employees. We offer training and discussion spaces through CPD, annual meetings and online platforms in order to maximise engagement with our values, and have a clear procedure for addressing concerns with Associate Trainers whose practice deviates from our values (as set out in our Internal Concerns Process).

As part of their commitment to working in alignment with our policy (or producing their own policy that indicates a similar level of commitment), they will carry out processes on their sites and in their training that meet the following sustainability requirements:
  o Environmental impact assessment
  o Risk-benefit assessments
  o Sustainable Management Plan

PRACTICAL APPLICATION AND ACTION PLAN

| | What we already do | Commitments for 2023 – 2024
agreed by all staff in July team meeting |
|---|---|---|
| **ENVRIONMENTAL** | | |
| **In the office** | Switch off lights and electrical equipment when not in use.

Get our energy from a 100% green supplier.

Adjust heating with energy consumption in mind.

Minimise the use of paper, packaging and other office supplies.

Buy recycled and recyclable paper products and to reuse and recycle where possible.

Evaluate if renting/sharing is an option before purchasing equipment.

Evaluate the environmental impact of any new products we intend to purchase.

Favour more environmentally friendly and efficient products, including cleaning products, wherever possible.

Reuse and recycle everything we are able to.

Dispose responsibly of waste which cannot be recycled or reused. | Calculate our carbon footprint so we can be more targeted in our actions for improvement

Make sure all refreshments are fairtrade/ sustainable

Audit our use of single-use plastic and commit to reducing it

Make a list for the office wall of which devices to tun off on leaving the building (eg should broadband be left on?)

Make payslips available online rather than as paper copies |

Internal/ External Quality Assurance	Encourage associates to send learner evidence by digital transfer Only print IQA paperwork when necessary Use Moodle for recording all progress to avoid use of paper Send samples for IQA via email or using online document transfer platforms	Continue to move towards a paperless (where possible) system
In training delivery / out on site	Carry out an Environmental Impact Assessment to assess the impact of our work at our own sites. Have sustainable management plans in place for our outdoor sites with a view to enhancing the environment for wildlife and biodiversity whilst also reducing the human impact of using these sites.	Make sure food for events is fairtrade / sustainable Audit our use of single-use plastic and commit to reducing it
Transport and travel	Since much of our business requires us to visit clients and associates, it is difficult to reduce the need to travel. Where home working is feasible it will be encouraged, subject to business requirements, but not at the expense of the wellbeing that comes from in person contact. Promote the use of alternatives to travel, especially including online conferencing, but not at the expense of the wellbeing that comes from in-person contact. Where public transport is available and viable, we will arrange timings to fit timetables and will take this into account when planning both staff meetings and external travel. When replacing vehicles, and subject to availability and cost, we will favour electric and/or hybrid vehicles and maintain them rigorously to ensure ongoing efficiency.	Be more proactive about encouraging lift-sharing between Associates to our events

SOCIAL		
Internal operations	Treat all employees, associates and clients fairly and with dignity and respect and ensure that all our services and facilities, wherever possible, are accessible to all *(See EDI Policy for more details).* Sign up to a commitment to pay all employees the Living Wage. Operate a healthy and safe environment for employees, visitors and others *(See Health & Safety Policy for more details).*	Review pay for freelance workers
Working with others	Take into account ethical obligations in all activities, including: - sourcing supplies locally if possible - examining the sustainability and ethical principles of suppliers and avoiding those who do not meet the standards we try to set ourselves. - using local labour and materials where available to reduce CO2 and contribute to community wealth building. - considering the ethics and values of any potential partners we may be entering into a relationship with.	Carry out an audit of our partnerships and consider any changes that need to be made
Finance and transactions	Consider the ethical background and credentials of the companies with whom we do our banking, insurance and any other financial transactions. Deal fairly with all suppliers, accepting the principles of the Fair Payment Code, and expect the same attitude from clients and associates. Not accept or offer gifts or anything similar which might be construed as a bribe.	Explore the possibility of switching to a more ethical bank account

GOVERNANCE		
Culture	Involve staff in the implementation of this policy. Update this policy at least once annually in consultation with staff and other stakeholders where necessary. Provide staff with relevant training and create an environment where discussion and positive action are encouraged. Empower people to have agency and choice in how they carry out their role.	Review the availability of information that relates to governance to make sure we are working towards transparency and accountability

Last Reviewed : July 2023

Next Review : July 2024