Sustainability Policy

1. Introduction

Swatpro is committed to minimising its environmental impact and promoting sustainability across all areas of operation. As a not-for-profit training provider, with offices in Exeter, Taunton and Bristol, and operating across the South West, we recognise our responsibility to operate in a manner that protects the environment, reduces carbon emissions, and supports our communities.

This policy applies to our central operations, tutors, delivery partners, and staff working on and off site, including those delivering training directly to employers.

2. Our Sustainability Commitments

We commit to:

- Complying with all relevant environmental legislation, regulations, and codes of practice.

- Integrating sustainability into strategic and operational decision-making.

- Promoting awareness and responsibility among staff, partners, and learners.

- Minimising our use of natural resources and reducing waste wherever possible.

- Continuously reviewing and improving our environmental performance.

3. Key Focus Areas

3.1. Energy and Resource Efficiency

- Reduce energy consumption by purchasing energy-efficient equipment and enforcing good housekeeping practices (e.g., turning off lights, computers, and printers when not in use).

- Maintain shared printers at each site and encourage double-sided, black-and-white printing only when necessary.

- Prioritise digital documentation, forms, and communication using Microsoft Teams and other platforms.

3.2. Waste Management

- Reuse and recycle office materials wherever possible, including paper, printer cartridges, packaging, and redundant IT equipment.

- Ensure responsible disposal of electrical waste through certified recycling or reuse schemes.

3.3. Biodiversity and Climate Action

- Support local and national biodiversity by promoting the use of green spaces around our sites, where applicable, and supporting local conservation initiatives.
- Consider environmental impact in procurement, favouring suppliers who demonstrate sustainable sourcing and low-carbon operations.
- Encourage staff and learners to engage in climate-positive actions, such as tree planting, volunteering for environmental causes, or participating in sustainability campaigns.
- Explore renewable energy sources and carbon offsetting options where feasible, particularly for office-based energy use and business travel.
- Promote environmental sustainability within curriculum content, where relevant, to build awareness among learners and employers.

3.4. Sustainable Travel

- Encourage tutors and staff to use public transport, lift-sharing, or low-carbon travel options when visiting employer sites.

- Use virtual meetings (via Microsoft Teams) as the default for internal and external communication to minimise travel.

- Organise meetings and events at central locations to reduce unnecessary travel.

3.5. Employment and Delivery Practices

- Recruit and deploy staff who live locally where possible, reducing travel distances and emissions.

- Embed environmental awareness into staff induction and ongoing CPD.

- Support a culture of innovation by encouraging sustainable teaching and delivery practices.

4. Roles and Responsibilities

- The **Chief Executive Officer** has overall responsibility for the implementation and review of this policy.

- All staff and delivery partners are expected to act in accordance with this policy and promote sustainable practices within their roles.

- Site managers at each location are responsible for local monitoring and promoting awareness.

5. Monitoring and Review

This policy will be reviewed annually or earlier if required by legislative or operational changes. Revisions will be approved by the CEO and communicated to all staff and partners.

Version Control

Date	Name	Change Description	Next Review
10/08/21	J. Wilkie	Policy formatted	
26/01/23	D. Vickers	Minor readability updates	26/01/24
22/04/25	D. Vickers	Full policy update and refresh	22/04/26