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Authoriser name	QSIM	Date: 4 January 2019	

IPS recognises that it has a responsibility to the environment beyond legal and regulatory requirements. IPS is committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

IPS is committed to reducing the impact of our business activities on the environment and we will endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Monitor and improve environmental performance and reduce environmental impacts.
- Incorporate environmental factors into business decisions and increase employee awareness and training.
- Reuse and recycle everything we can.

Directors and Senior Managers will put in place procedures and work systems that promote the intent of this policy and will lead by example through reuse and recycling.

#### Paper

- We will minimise the use of paper in the office and we will seek to buy recycled and recyclable paper products
- We will reduce packaging as much as possible and will reuse and recycle all paper and packaging where possible.


#### Energy and Water

We will seek to reduce the amount of energy used as much as possible.

- Lights and electrical equipment will where possible be switched off automatically when not in use with PIR presence sensors used for lighting; Timers and temperature sensors will be used to optimise control of heating both gas and electric; Heating will be adjusted with energy use reduction in mind.
- Water consumption will be reduced using flush timers and PIR sense and spring off hand wash taps.
- The reduction of energy consumption and efficiency of new products will be considered when purchasing new materials.

#### Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will seek to buy more environmentally friendly and efficient products.

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#### Materials, fluids, plastics and substances

We will ensure proper segregation and dispose of material, fluid and substances waste responsibly following all legal requirements and using licensed waste collectors.

- Waste electrical equipment including batteries, electronics equipment and conductor wires by complying with the current Waste Electrical and Electronic Equipment (WEEE) regulations for electronic equipment using licensed operators.
- Fluids such as oils, lubricants and similar substances will be recycled through a legally licensed operator.
- Metals will be recycled through a legally licensed operator.
- Fluids and substances including aerosols will be COSHH assessed and the correct method identified prior to disposal.
- Plastics will be segregated and disposed of separately for recycling.

#### Transportation

- We will reduce the need to travel, restricting to necessary trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will use public transport where this is effective and appropriate.
- We will adopt 'green' vehicles or minimum environmental impact transport methods when we can.

#### Maintenance and Cleaning


- Cleaning materials will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

#### Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will Increase employee awareness through training.

#### Culture

- We will involve staff in the implementation of this policy, for greater commitment and continuous performance.
- We will update this policy at least annually in consultation with staff and directors.

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- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

### Sustainable Environment Development Policy ESF provision annex



## European Union

European  
Social Fund

### Skills Support for the Workforce

This annexe confirms the responsibility for implementing this policy rests with the Directors and Senior Managers to create a work environment with a culture and ethos that naturally complies with and promotes this policy. Our “topic of the month” training theme will be used to communicate and promote this policy to IPS staff and learners. We will also use our Team meetings and wider communication systems, including both websites and social media platforms to promote sustainable development where we can.

This ESF provision restates the IPS Sustainable Environment Development Policy aims of minimising

- Waste and energy consumption;
- The use of travel and promoting the use of public or green transport where travel is unavoidable.

### Sustainable Environment actions

Action	Implementation	Success Measure	Target Date
Recycling of paper and packaging	Paper recycling bins and cardboard recycling locations established	All paper and cardboard recycled	Already in place
Photocopiers and Printers - reduce the amount of paper copies and wasted paper not collected from copiers	Create copier mailboxes so staff attend the copier. Set all copiers to 2 sided and black/white print by default	Can be measured by number of copies counted each month	Actions in place and impact to be evaluated
Plastic recycling	Some segregation already but need to establish more plastic recycle bins	No plastic to waste	Within 12 months



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Electrical energy	PIR lighting sensors used in public areas	All public use areas including corridors to have PIR sensors	Within 12 months
Electrical energy	Commencing installation of LED lighting by replacement	All lighting converted to LED	On a replacement basis
Gas heating	Heating controls optimised using temperature and timing controls	Gas consumption reduced	Already in place
Water usage	Flush timers and spring off hand wash taps in use. PIR sense hand wash taps to be installed	Water quantity use reduced	Within 12 months
Waste electrical and electronic equipment	Procedures already in place	No WEEE equipment to waste	Already in place
Oils and lubricants	Recycling already in place	No oils to drain	Already in place
Metals	Already segregated and recycling in place	No metals to waste	Already in place
Plastics	Establish plastics recycling bins and identify recycling contractors	Recycling procedures in place and being used	Within 12 months
Travel reduction	Further training of staff in Skype and video call conferencing	Staff travel mileage measured through expense claims and a reduction is demonstrated	Within two years
Travel reduction	Promote staff to increase the use of public transport	Staff travel mileage measured through expense claims and an increase in public transport use is demonstrated	Within two years
Cleaning materials	Our cleaning subcontractors will be asked to evaluate their	Are able to demonstrate a reduction in	Within 12 months

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	materials usage and extent of recycling	materials usage and conversion to environmentally friendly substances	
Staff contribution and continuous improvement	Team meetings have sustainability as agenda items where managers brief on sustainability initiatives	A culture of sustainability is embedded within IPS	Ongoing
Subcontractors	Where subcontractors are used our Due Diligence and ongoing review will check for sustainability compliance	Subcontractor is compliant	Subcontractors are not currently used on ESF delivery
<b>Action Plan review</b>			
ESF Sustainable Development - Action Plan review	This policy and action plan to be reviewed by QSIM and SMT prior to commencement of any ESF project or annually from policy date	Reviews are carried out Actions are being progressed and met	Annually from authorisation date or commencement of any new ESF programme