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1 – Purpose & Scope

This policy statement sets out Skilltec Training's aims for aiding sustainable development. The Company is committed to implementing actions to deliver the aims set out below. These actions will promote and embed sustainable development in all aspects of the Company's activities.

Skilltec Training is committed to the principles of sustainability and minimising the adverse impact of its activities on the environment. This sustainability policy has been produced to endorse this commitment and to promote this commitment to sustainability to all stakeholders.

2 – Aims & Objectives

Skilltec Training's Sustainability Policy is based upon the following principles:

- ▶ To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- ▶ To integrate sustainability considerations into all our business decisions.
- ▶ To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- ▶ To minimise the impact on sustainability in all our administrative and training activities.

To deliver this, Skilltec Training aims to:

- ▶ Minimise our use of paper and other office consumables and identify opportunities to reduce waste.
- ▶ As far as possible, arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- ▶ Reduce the energy consumption of office equipment by purchasing energy efficient equipment and maintain good housekeeping.
- ▶ Aim to use resources efficiently and to minimise waste, usage of water, energy and other consumables in the office environment.