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	Sustainable Environment Development Policy with ESF Annex		
Author or latest reviewer name	Aaron Ryan	Date: 31 January 2023	
Authoriser name	QSIM	Date: 31 January 2023	

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.
- Continually to monitor and improve environmental performance and reduce environmental impacts.
- Continue to incorporate environmental factors into business decisions
- Increase employee awareness
- Reuse and recycle when it is reasonably practicable.

Directors and 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; Lights will be exchanged for low energy consumption LED alternatives to reduce overall energy consumption; 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 sensors 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 and Glass 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 virtual 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.
- We will provide staff with relevant environmental training.

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- 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 carbon footprint and support the community.

Sustainable Environment actions

Action	Implementation	Success Measure	Target Date
Reduction of paper use	Implementation of e-learning platforms across apprenticeship delivery	Physical reduction in usage, and implementation of new systems	August 2024
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
Paper, Plastic and Cardboard recycling	Dry Mixed Recycling bins located around sites	Reduction in use of general waste	August 2023
Electrical energy	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
Travel reduction	IPS Management to adapt new ways of	Staff travel mileage	Already in place



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	working where remote working is acceptable	measured through expense claims and a reduction is demonstrated	
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 materials usage and extent of recycling	Are able to demonstrate a reduction in materials usage and conversion to environmentally friendly substances	Within 12 months
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