



Bespoke Professional Development and Training Limited

Sustainability Policy

Updated: April 2022

Next renew due: April 2023

| Version Number | Last Amended | Amended By- |
|----------------|--------------|-----------------|
| v1 | July 2019 | Tracey Carter |
| v2 | July 2020 | Tracey Carter |
| v3 | June 2021 | Tracey Carter |
| v4 | April 2022 | Elsie Jefferson |
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Purpose and Scope

BePro is committed to promoting the principles of sustainability. Awareness of the environment and the importance of implementing and monitoring effective sustainable work practices are integral to BePro's professional activities and overall management of the organisation.

Principles

This policy is based on the following principles:

- To comply with all legislation, regulations and codes of practice applicable to our organisation.
- To ensure that when making business decisions, any potential sustainability issues are considered.
- To ensure all staff are made aware of this policy and understand their role and responsibilities regarding sustainability within their work practices.
- To reduce the impact of office and transportation activities in respect of the environment.
- To regularly review our sustainability practices to enable us to improve our work practices.

Teaching and Learning

We will use the curriculum and learning experience to develop learner's knowledge, skills and behaviours along with their organisations contribution to help create a sustainable future. We will do this by embedding green skills and sustainable development learning in to the curriculum through the completion of workshops which will link to the KSB's of the programme.

Operations

We will endeavour to maximise BePro's organisational operations (buildings, systems and processes) to support sustainable development and enhance our sustainable performance.

Travel

Where practical, financially viable and appropriate, use public transport, walk or cycle to meetings. Share transport where possible and practical

To avoid travelling to meetings, use alternative mediums when available e.g. Teleconferencing. If meetings are necessary, plan them appropriately to avoid multiple trips.

Purchasing Equipment and Use of Resources

Minimise the use of paper by increasing the use of electronic mediums.

Identify potential areas to reduce waste and purchase office paper from sustainable sources.

Where possible reuse or recycle office waste i.e. Paper, computer supplies and any equipment no longer required by the organisation.

Partnerships

ESD and sustainability are built in to BePro's partnership and community activities and used as a vehicle to stimulate innovation, quality and impact.

Promotion of Sustainable Practices to Others

We will develop a culture within BePro, for our learners and in our communities to stimulate interest, commitment and action to embrace values and attitudes that support a more sustainable future and create sustainable solutions. We will ensure that all associates employed by our organisation are aware of our principles in relation to sustainability issues and we will do this through our values, culture, learning library and through the ongoing completion of relevant CPD.

We aim:

- To make this policy available to staff, learners, stakeholders and potential clients.
- To highlight the importance of complying with environmental legislation, particularly when conducting business on behalf of BePro.

Review

This policy will be reviewed at intervals of 1 year to ensure it remains up to date and compliant with the law.

The policy was last updated April 2022 and is due for review April 2023

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.



Georgina Selmi
CEO



Tracey Carter
Head of Quality and Compliance