



Environmental, Sustainability, Waste Management and Waste Electrical and Electronic Equipment (WEEE) Policy and Plan

YFL Training is committed to providing a quality service in a manner that ensures a safe and healthy workplace for our learners and staff and **minimises our potential impact on the environment**. We will operate in compliance with all relevant environmental legislation, and we will strive to **reduce our carbon footprint**, use pollution prevention and environmental best practices in all we do. This policy is about meeting the needs of the present without compromising the ability of future generations to meet their own needs. This policy supports our Sustainability and carbon reduction plan (Appendix 1/2) by ensuring the Social, Economic and Environmental considerations are at front and center to our company ethos.

We will: -

- Integrate the consideration of social, economic and environmental concerns and impacts into all our decision making and activities.
- Promote social, economic and environmental awareness among our employees and encourage them to work in an environmentally responsible manner
- Train, educate and inform our employees about social, economic and environmental issues that may affect their work
- Reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable
- Promote efficient use of materials and resources throughout our facility including water, electricity, raw materials and other resources, particularly those that are non-renewable
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of
- Purchase and use social, economic and environmentally responsible products accordingly,
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes
- Communicate our social, economic and environmental commitment to clients, customers and the public and encourage them to support it
- Strive to continually improve our social, economic and environmental performance and minimises the social impact and damage of activities by periodically reviewing our environmental policy considering our current and planned future activities
- Ensure social, economic and environmental behaviours demonstrate Inclusiveness, Fiscal stewardship, full-cost accounting, fair labour practices and community benefit



Waste Management

General Statement

It is YFL Training's policy to ensure a high level of commitment to good environmental practices throughout our business activities.

It is our intention to develop this policy by a commitment to energy efficiency and the reducing of identified emissions. Monitoring our carbon footprint and minimising the production of waste. This will be done through good purchasing practice of materials used throughout the business and reuse, recycle materials and use of energy efficiently.

To help ensure we give proper consideration to our environmental and waste management responsibilities and to assist in the minimisation of unnecessary energy usage, waste and the recycling of materials wherever practicable, systems and procedures will be implemented to encourage the recycling of material with a view to minimising the overall levels of carbon and waste we produce. All Staff are expected to abide by and stakeholders are encouraged to abide by, the following procedures and co-operating with management in the execution of this policy.

Specific Aims

As part of our commitment to protecting the environment and reducing energy and waste levels, YFL Training has adopted the following specific aims:

- Cultivate a work ethic with a high level of awareness of waste management, waste minimisation and a desire to recycle and reuse materials when practical.
- Promote economy in the use of materials generally, in particular paper and the selection of print formats and document styles in our office.
- Take planned action that will lead to reductions in our carbon emissions.
- Cultivate a work ethic to promote economy in the use of energy that will lead to reductions in carbon emissions
- Encourage the use of recycled/reclaimed materials; materials from sustainable sources and those that are suitable for disposal by recycling.
- Ensure that; Waste Electrical and Electronic Equipment (WEEE) must be separately collected, treated and recycled. Depending on the circumstances we will set aside funds to cover the costs of collection, treatment and or recycling.
- Favour suppliers who actively operate according to sound environmental principles.
- Minimise waste by encouraging the exchange and reuse of equipment and materials amongst colleague and delivery sites.
- Develop waste management strategies that include recycling procedures and schemes.
- Encourage employees in our office to promote and establish recycling schemes that are relevant to their individual activities.



Future Carbon Reduction and Recycling

We are committed to;

- Working towards achieving net zero by 2050
- Expanding our recycling policy
- Procedures for recycling other waste materials will be developed and implemented as required and appropriate in the future.

Next Review Date: 15/06/2024

Dean Thomas, *D Thomas* Managing Director



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Appendix 1- Carbon Reduction, Environmental and Sustainability Plan Nov 2022/24

Plan	Actions	status	Timeline
Develop Vision, Mission, Case for Support of our social, economic and environmental values	<ul style="list-style-type: none"> •Create internal staff team to guide planning process •Discuss with staff, like minded training providers and community groups why this program is needed and who will benefit •Identify and talk with other community groups and training providers who might share common or similar vision / mission 	Completed Initial meeting with Management group Meeting with TP and employer partner to identify commonality of purpose	Finalise by Aug 2023
Develop Goals and Objectives	<ul style="list-style-type: none"> •Develop a logic model to clarify sustainability goals, create specific programme objectives, and identify measures to track progress and outcomes. 	Completed Initial meeting with Management group	Nov 2023
Research and plan carbon reduction within the business (Appendix 2)	<ul style="list-style-type: none"> • Create internal staff team to complete research into current legislative requirements • Identify baseline emissions and resources required 	Arranged initial meeting (0723)	July 23
Research and identify potential stakeholders	<ul style="list-style-type: none"> •Identify priorities such as community engagement, strategic communication, leadership development, governance and management. •Solicit ideas from other agencies, training providers and faith community group who might share interests with your program. •Talk to employers about how our programs can benefit their interests. 	Completed Initial meeting with Management group Meeting with TP and employer partner to identify commonality of purpose	Nov 2023
Initiate relationship with potential stakeholders	<ul style="list-style-type: none"> •Schedule community / partner meetings. •Select team of helpful community members, agency representatives, and employers to act as advisory committee. Formulate meeting agenda. 	Completed Initial meeting with Management group	July 23 Aug 23



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	<ul style="list-style-type: none"> •Prepare invitations and ask people who recommended individuals for your committee to invite them personally. •Prepare written materials for participants outlining the program’s purpose and vision. Language will match community interests garnered from earlier research 		<p>Nov 23</p> <p>Feb 2024</p>
Analyse Program Cost	<ul style="list-style-type: none"> •Clarify financing for services and outcomes. •Map current spending and analyse funding gaps. •With staff and advisory committee, develop funding strategies, evaluate options and develop recommendations. 	Completed Initial meeting with Management group	<p>Finalise by Aug 23</p> <p>July 2023</p>
Draft Carbon Reduction Plan, (CRP) Appendix 2	<ul style="list-style-type: none"> • Identified team to highlight the baseline emissions to guide in the producing of our draft CRP 	Report on plan and discuss forward planning	Aug 23
Continue to cultivate stakeholders and create buy in	<ul style="list-style-type: none"> • Hold meetings. Include shared vision exercise to get input and expand vision to more stakeholders. • Invite press to cover a meeting, highlight participants and outcomes. • Send thank you notes to participants. 	<p>Meeting with TP and employer partner to identify commonality of purpose</p> <p>TBC</p>	Sep 2023
Make the Ask	<ul style="list-style-type: none"> • Determine best strategic partnerships and key community groups to involve. • Determine appropriate level of collaborative commitment to ask for. • Determine who should ask for partnership involvement. Jointly develop strong “case” for potential partner’s involvement. Be specific about level of commitment requested. 	Continued meetings with Management and partner/stakeholder group	<p>Sep 2023</p> <p>Jan 24</p>
Carbon Reduction Plan	Review of draft CRP	Report on plan and discuss forward	Sep 24



		planning and implementation	
Follow-up	<ul style="list-style-type: none"> • Formalise external relationships with advisory committee and volunteers. Develop MOU's as required 	Continued meetings with Management and partner/stakeholder group	Jan 2024
Be a Good Steward	<ul style="list-style-type: none"> • Offer opportunities for continued involvement in shaping the program through regular meetings and dialogue. • Share the credit and celebrate successes. • Make sure the program is mutually beneficial to all partners. 	Continued meetings with Management and partner/stakeholder group	From Feb April 2024
Create and execute applications for ESF / ESFA contracts and commercial business plan	<ul style="list-style-type: none"> • Identify any products or services of our program that are valued in the community and could be included in our bids • Create a team and marketing plan to develop and market business. • Select methods and teams for funding and resource gathering for the year. • Select team members from your advisory committee, board, and other community groups to act as funding committee. • Formulate strategies for meeting with prospects individually. • Prepare a funding plan with objectives and timelines. • Launch and execute funding and commercial efforts. 	Continued meetings with Management and partner/stakeholder group	On-going from Sep 2022/24
Carbon Reduction Plan, (CRP) (Appendix 2)	<ul style="list-style-type: none"> • agree initial CRP and implementation plan 	Final meeting for agreement and date for implantation	Jan 24



NB:

This Sustainability Pan will be reviewed, developed and actions identified with responsibilities, as part of the Management meetings, identified within the YFL Training Quality Calendar schedule of meetings.



Appendix 2 – YFL Training Carbon Reduction Plan

Supplier name	Yorkshire Fitness and Learning Ltd, (YFL Training)	
Publication date	15 / 06 / 2023	
Commitment to achieving Net Zero	YFL Training is committed to achieving net Zero by 2050	
Baseline Emissions Footprint	Baseline Year: 2022	
Additional Details relating to the Baseline Emissions calculations:		
<i>YFL Training have not previously undertaken emissions calculations, consequently we will be using our initial reporting year as our baseline year.</i>		
Baseline year emissions: 2022		
Emissions	Total (tCO ₂ e) 1456.8232 kg CO ₂	
Scope 1	65.6152 kg CO ₂	
Scope 2	1391.208 kg CO ₂	
Scope 3 (Included sources)	N / A	
Total Emissions	1456.8232 kg CO ₂	

Emissions reduction targets

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease per person employed over the next five years to 300 tCO₂e by 2027. This is a reduction of 17.64%

Carbon Reduction Initiatives/projects			
<i>In the future YFL Training hope to implement further measures such as:</i>			
Initiative/project	Actions	Status	Potential carbon reduction
Possible solar panel	Investigate cost to purchase and install.	Waiting for quotes and so cashflow forecast can be assessed against capital cost.	If panels have a capacity to generate 5000kWh annually we can reduce carbon emissions by 1040 kgCO ₂
Policy for use of office lighting	In development	In development	Current level of 364.206 kg CO ₂ to 300 kg CO ₂ , it would result in a percentage reduction of approximately 17.64% over 5 years
Policy for business travel	In development	In development	Current level of 364.206 kg CO ₂ to 300 kg CO ₂ , it would result in a percentage reduction of



			approximately 17.64% over 5 years



Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard⁴ and uses the appropriate Government emission conversion factors for greenhouse gas company reporting.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard⁶.

This Carbon Reduction Plan has been reviewed and signed off by the responsible director, (s)

Signed on behalf of the Supplier:

Managing Director:

Date:

15/06/2023