

ENVIRONMENTAL POLICY

Acuity Coaching

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1.0 INTRODUCTION

- 1.1 The Environmental Policy of Acuity Coaching Ltd (“the Company”) is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment.
- 1.2 As an office we know that we generate wastepaper products. However, as we strive for excellence in every aspect of our business, we are committed to minimising the environmental impacts of the business operation.

2.0 DEFINITIONS

- 2.1 **Acuity Coaching Ltd** - “Acuity” for policy.

3.0 AIMS

- 3.1 Our stated aims are to:
 - 3.1.1 continuously improve our environmental performance particularly with regards to our recycling and re-use of paper;
 - 3.1.2 where possible, use recycled or ecologically friendly paper;
 - 3.1.3 use ‘waste’ paper for notepads unless confidentiality may be compromised;
 - 3.1.4 reduce our consumption of resources and improve the efficiency of those resources by printing double sided where practicable;
 - 3.1.5 manage waste generated from our business operations according to the principles of reduction, re-use and recycling;
 - 3.1.6 recycle all paper products, ink or toner cartridges;
 - 3.1.7 comply as a minimum with all relevant environmental legislation as well as other environmental requirements.

4.0 COMPANY DECLARATION

- 4.1 The owners and workers/contractors of Acuity believe that to achieve its goals of evidencing itself as one of the leading managed coaching suppliers in the country, it must lead not only economically, but also environmentally and socially as well.
- 4.2 Businesses can save costs and increase efficiency through reducing and managing resource use. Typical areas where cost savings are identified include the use of raw materials and supplies, reductions in waste, water and energy use and transport, travel and packaging.
- 4.3 By reducing environmental impacts, such as waste to landfill, businesses can significantly reduce any associated taxes or levies, or avoid the cost of compliance altogether. Responsible management of risks and liabilities can lead to reduced insurance costs.
- 4.4 Acuity understands that it is in a position to affect the environment. Acuity’s objective is not only to sustain our environment for our descendants but also to rehabilitate the damage previously done.

- 4.5** People at all levels within Acuity are required to adhere to, and participate in, all efforts made in environmental management and sustainability.

5.0 RESPONSIBILITY

- 5.1** The role of “**Environmental Champion**” was awarded to our Operations Director.

6.0 IMPLEMENTATION AND DELIVER

- 6.1** With due regard to the Tasks and Activities as set out under 4.0 – Company Declaration, the Environmental Champion, as the person with responsibility, is charged with ensuring that the Workers are aware of the aims and objectives of this policy.

7.0 CARBON STREAMS AND PRACTICAL MEASURES

- 7.1** Acuity employees carbon streams and uses the following practical measures:

7.1.1 Windows - 20% heat loss source:

All window seals should be checked for soundness, with additional sealant being installed to prevent drafts and heat escape.

7.1.2 Temperature Maintenance:

The natural solution. Comfortable temperatures are maintained not through costly operation of an air conditioning system, but through the sensible opening and closing of windows and doors.

7.1.3 Lighting: Energy saving light bulbs are in use;

Movement sensors should be fitted to all overhead fluorescent lighting installations, ensuring they switch off automatically if left on in error.

7.1.4 Heating:

All heating installations should be subject to a documented annual service to ensure efficiency as well as safety;

All heating installations should be thermostatically controlled.

8.0 ENERGY USAGE

8.1 Utility Provision:

Acuity undertakes annual cost reviews of its energy provider.

8.2 Computers, Printers and Appliances:

8.2.1 Workers/Contractors are advised to switch off computers, printers and appliances when not in use;

8.2.2 self-owned appliances are not permitted on site.

9.0 BUSINESS TRANSPORT FOR CARBON REDUCTION

- 9.1** Acuity has a very low carbon footprint. Most workers/contractors are based virtually minimizing their carbon footprint greatly by reducing transport emissions.

- 9.2 Necessary Business Travel:** When travelling to business meetings beyond the office and in other cities, all staff are required to take public transport options where possible.

9.3 Business Travel Avoidance: Whenever potential face-to-face meetings are proposed, Acuity always challenges the proposer (where reasonable, prudent and appropriate to do so) on the necessity for such an event. As an alternative, Acuity utilises tele-conference and video-conference facilities. Internet options such as Zoom, Blue Jeans, Teams and Business Skype are also deployed.

9.4 Business Travel Accommodation: From time to time it is necessary for Acuity staff to stay in hotels in the course of necessary and unavoidable business travel.

10.0 WASTE MINIMISATION, RECYCLING AND EMISSIONS

Acuity advises its Workers/Contractors that:

10.1 Paper Purchase

Paper purchased for printing is of a recycled nature.

10.2 Paper Usage Minimisation

Wherever reasonably practical, paper is not the preferred option from which to review documents. All Acuity workers/contractors are required to use electronically stored files as the viewing platform of choice.

10.3 Computers

Computer screens should be checked annually for glare and emissions.

Redundant computers, peripherals and printers are purged of all data, are PAT tested and donated to a range of worthy charities.

10.4 Printer Toner Cartridges

Spent cartridges are recycled or are donated to specific charity appeals which arise from time to time.

11.0 WASTE MANAGEMENT

11.1 Duty of care for waste

Acuity has a duty of care to ensure they handle and dispose of waste appropriately. Waste must be handled safely and only passed on to those authorised to take it and to complete the correct documentation.

11.2 We ensure that any landfill site receiving our waste has an environmental permit.

11.3 Acuity complies with the regulations of the waste transfer note which includes a declaration that we have applied the waste hierarchy. This means we must consider reusing or recycling our waste before disposing of it.

12.0 HAZARDOUS WASTE

12.1 Hazardous waste is defined as: "waste that is harmful to human health or the natural environment is known as hazardous waste. Almost all businesses will produce some hazardous waste." Typical examples include waste:

12.1.1 Asbestos

12.1.2 Chemicals, e.g. brake fluid and printer toner

12.1.3 Electrical equipment with potentially harmful components such as cathode ray tubes, e.g. computer monitors and televisions

- 12.1.4** Fluorescent light tubes and energy-saving light bulbs
- 12.1.5** Vehicle and other lead-acid batteries
- 12.1.6** Oils (except edible oils), e.g. engine oil
- 12.1.7** Lead acid batteries
- 12.1.8** Waste oils
- 12.1.9** Refrigerators containing ozone-depleting substances
- 12.1.10** Hazardous waste is defined by the European Waste Catalogue (EWC)
- 12.1.11** Hazardous waste can be checked on the Environment Agency website.

13.0 POLICY REVIEW

- 13.1** This Environmental Policy Statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.

This Policy has been approved & authorised by:

Name:	Simon Coops
Position:	Managing Director
Date:	14/02/2023
Signature:	