



European Union
European
Social Fund



SUSTAINABILITY POLICY

July 2021

SUSTAINABILITY POLICY

Purpose & Scope

Deere Apprenticeships Limited 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 Deere Apprenticeships Limited's professional activities and overall management of the organisation. Our aim is to not only promote good sustainable practice within our own organisation, but to encourage our stakeholders, clients and associates to do likewise.

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 raise awareness of this policy with our stakeholders, clients and associates to encourage them to promote sustainable management practices.
- To continuously review our sustainability practices to enable us to improve our work practices.

Practical Implementation

Travel & Attendance at Meetings and Delivery

- Where practical, financially viable and appropriate, use public transport, walk or cycle to meetings/training delivery.
- 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 & Use of Resources

- Minimise use of paper by increasing 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.
- Ensure that any furniture made from timber produces are sourced from sustainable sources.

Promotion of Sustainable Practices to Stakeholders, Clients & Associates

- Ensure that any associates employed by our organisation, is aware of our principles in relation to sustainability issues.
- To provide copies of this policy in all proposals to potential clients.
- To highlight the importance of complying with environmental legislation, particularly when conducting business on behalf of Deere Apprenticeships Limited.

Monitoring & Reporting

This policy will be monitored and reviewed on an annual basis by the Director of Deere Apprenticeships Limited. They will be responsible for identifying and implementing work practices to help the organisation improve its environmental performance.

Policy Review Record

Date of Review	Amendments	Actions	Signature
January 2014	No amendments	No actions	<i>C Hardwick</i>
January 2015	No amendments	No actions	<i>C Hardwick</i>
July 2015	New Logo	No actions	<i>C Hardwick</i>
July 2016	No Changes	No actions	<i>C Hardwick</i>
July 2017	No Changes	No actions	<i>C Hardwick</i>
July 2018	New address	No actions	<i>C Hardwick</i>
June 2019	No Changes	No actions	<i>T Tesh</i>
June 2020	No Changes	No actions	<i>C Hardwick</i>
June 2021	No Changes	No actions	<i>C Hardwick</i>