

P49 Sustainability Policy

TCHC GROUP LTD is committed to promoting sustainability as part of our approach to corporate social responsibility. Concern for the environment and promoting a broader sustainability agenda are integral to TCHC GROUP's professional activities and management of our organisation. We aim to follow and promote good sustainability practices to reduce environmental impact and to encourage our clients and partners to do the same whilst delivering programme activities.

We recognise that wise use of resources delivers both environmental and financial benefits. We also recognise our role as a potential change agent – whilst facilitating the provision of skills and qualifications to a wide range of businesses and individuals throughout our areas of business.

TCHC provide a firm commitment to promoting sustainable development whilst delivering the programme activity that is being funded and provides an assurance that any sub-contractors, associates and partners delivering programme activities will also support sustainable development.

1 Principles

- TCHC's Board of Directors has overall responsibility for environmental performance and ensuring that we comply with, and exceed where practicable, all applicable legislation, regulation and codes of practice relevant to our operation
- Operational environmental management is the responsibility of Centre and Programme Managers
- All staff are responsible for ensuring that the environmental management policy is observed, and we encourage staff to participate and contribute to environmental good practice into all our business decisions via briefings and all staff meetings
- We are committed to measuring, reporting, and reducing our impact on the environment
- We ask that our partners and suppliers reflect our commitment to environmental practice and encourage them to adopt sound sustainable management practices
- TCHC take advice from external agencies and individuals as appropriate to help us to monitor and develop our sustainability practices.
- Review the Policy on an annual basis and updated where necessary

2 Key Impacts

Our most significant impacts on the environment relate to:

- The energy we use at our offices: heating, cooling, lighting, and power
- The materials we use, particularly stationery and general waste
- Car usage and travel patterns

3 Objectives and Targets

In support of our sustainability policy, we will monitor annually, against the objectives & targets below.

3.1 Energy

Reduce the impact of our energy use by being as efficient as possible and, where practicable, using renewable sources.

Specifically, for targets we will aim to:

- Reduce energy consumption per office and centre
- Monitor consumption and seek further energy saving

3.2 Materials and waste

Reduce our environmental impact through less waste and more efficient use of materials. Wherever practicable, environmentally preferable options will be used.

Specifically, we will aim to:

- Reduce paper consumption per person and go paperless where possible
- Recycle 100% of all wastepaper
- Request that all office-based staff use recycling facilities provided
- Monitor consumption of stationery
- Find opportunities to switch products to a more environmentally friendly alternative
- Continue to recycle 100% of used printer toner cartridges.
- Dispose of waste using only registered waste collection sites/services
- Ensure the disposal of electrical waste meets the Waste Electrical and Electronic Equipment (WEEE) regulations
- Ensure that WEEE is not mixed with general waste and is disposed of legally
- Print in black and white where possible

3.3 Car usage

Reduce our environmental impact by limiting the amount of car use and, wherever possible, choosing the most environmentally appropriate method of transport.

Specifically, we will:

- Reduce the annual mileage per person
- All meetings to be virtual where this will not have an adverse impact to the business
- Ensure staff operate our 'car share' approach wherever possible
- Optimise scheduling and work with staff to eliminate unnecessary journeys and to ensure that, wherever appropriate, the most environmentally friendly options are being used
- Promote the use of green or public transport

3.4 Suppliers, Sub-Contractors, Partners and Associates

Work closely with our suppliers, sub-contractors, partners and associates to ensure that their activities support our objectives and targets.

Specifically, we will:

- Ask that the sub-contractors, partners and associates we use have policies, procedures, and management systems to deal with their own environmental impacts
- Work with our suppliers, sub-contractors, partners and associates to identify products/services that can help us to deliver environmental improvements.

3.5 Organisational development

We will continue to manage our environmental awareness and impact in-line with the ISO 14001 standard.

K. Kitchener

Kim Kitchener – Head of Quality – TCHC

Document History

Reference No	Version	Date	Author	Classification	Review Date
P49	1.0-2.4	01/10/2019	Rose Lavin	Unclassified	01/10/2020
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Revision and Amendment Register

Date	Procedure Number	Revision Details	Version Number	Author
08/09/2025		Changed 'ESFA' to 'Programme Activities' throughout the policy	2.12	Yuen-Man Yau
	1	Changed 'Department Directors' to 'Centre and Programme Managers'		
		Removed 'Action Plan'		
	3.4	Added 'Partners and Associates'		