**Sustainability Policy**

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| **Document Version** | **Date** | **Policy Author(s)** | **Review Date** |
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1. **Overview**

Learn Plus Us acknowledges and recognises that as an organisation we have an impact on the environment in our daily operation. It is important that we all understand and are aware of the effects our actions have upon the environment. In order to do this Learn Plus Us and its employees need to take responsibility for our own actions and try to reduce the environmental impact as much as possible. This policy aims to highlight ways in which Learn Plus Us will strive towards this goal by following the Reduce, Re-Use and Recycle concept.

1. Reduce - the amount of materials we use and waste
2. Re-use - materials wherever possible
3. Recycle - materials that can be recycled
4. **Aims and Objectives**

Learn Plus Us will aim to achieve this by:

1. Ensuring that we meet all relevant environmental legislation and work towards meeting government initiatives for a sustainable environment;
2. Minimising the amount of waste produced
3. Reducing the amount of paper used by photocopying double-sided, only printing documents that are absolutely necessary, using email and other technology as far as possible;
4. We recognise that we operate in an industry that is heavily reliant on paper based systems. We have reduced our use of these paper-based systems by introducing an e - portfolio system
5. Actively promote recycling both internally and amongst our customers and suppliers
6. Paper recycling bins are available in our offices and home workers are encouraged to recycle
7. Recycled materials will be used wherever possible
8. Using energy efficient light bulbs where possible and switching lights and electrical equipment off when they are not in use
9. We will continue to monitor the car mileage of field-based employees and identify ways to reduce mileage and other alternatives
10. All employees are encouraged to treat all work equipment with respect to avoid unnecessary wastage. Repairing materials and equipment is our preferred option rather than replacement
11. We will continually assess the environmental impact of our operations
12. **Policy Compliance**
    1. Compliance Measurement

The Senior Management Team will verify compliance to this policy through various methods, including but not limited to, periodic walk a rounds, video monitoring, business tool reports, internal and external audits, and inspection, and will provide feedback.

* 1. Exceptions

Any exception to the policy must be approved by the Senior Management Team in advance.

* 1. Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.