

## Environmental Policy Statement

Focal Point Training and Consultancy Ltd are committed to providing a quality service in a manner that ensures a safe and healthy workplace for the directors and our associate team and minimises our potential impact on the environment. We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do and encourage our business partners and associates to do the same.

We will strive to...

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities
- promote environmental awareness among our employees and associate trainers and encourage them to work in an environmentally responsible manner
- train, educate and inform our employees and associate trainers about 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
- purchase and use environmentally responsible products accordingly
- communicate our environmental commitment to clients, customers and the public and encourage them to support it
- continue to donate to a range of charities, especially in lieu of Christmas cards
- continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities

To support our policy on caring for and protecting the environment we will specifically...

- continue to run a “virtual” office with each team member working from home, in order to minimise unnecessary travel and ensure flexible working
- source recycled products for use in supporting materials for training events
- encourage clients to access training materials and resources electronically where possible
- use local suppliers, wherever possible

### Communicating the Policy

We ensure that our associate trainers and support staff have a copy of this policy when they first join our team.

Anyone else may request a copy from our support manager Debbie Stanfield.

**Reviewing the Policy**

This policy will be monitored and reviewed annually.