



# Sustainability Policy

## Information

Opps Training is committed to promoting an environment in which the values of sustainability are integrated into its practise. As a company, we value the importance of doing so, and the long-term effect on the environment if we fail to do so. We seek to comply with the regulations attached to European Social Fund and the Education and Skills Funding Agency, by providing and implementing a policy and procedure that best reflects their requirements.

Opps adheres to the reformed [The Waste Enforcement \(England and Wales\) Regulations 2018 No. 369](#)

Opps adheres with the Waste Electrical & Electronic Equipments (WEEE) Regulations.

## Aim

To continually monitor and improve Opps contribution to sustaining the environment for the future.

## Objectives, to

1. Prevent
2. Reuse
3. Re-cycle
4. Dispose
5. Promote sustainability

## Method

1. Prevent– Prevent waste where possible, by thinking about what we buy and how we use it. Non-essential documents and emails will not be printed. Every attempt should be made to decrease the use of disposable food packaging and cups within the company. We will strive to ensure that printing and photocopying will be done on double sided paper. Develop and promote the use of a virtual learning environment. Use the means to meet remotely with stakeholders where useful and applicable.
2. Reuse – Reusing items where possible, by trying to find a second life for items with an emphasis on paper and office stationery. Scrap paper to be used for taking messages and for writing draft copies of documents. We are committed to the recycling of envelopes and packaging and these will be reused if in a good enough state to do so.
3. Recycle - Recycle as much of our waste as possible and all of our paper waste. Using an external waste management service for our office waste recycling; all of our paper, cardboard, used envelopes, plastic bottles, cups, trays and packaging, aluminium and steel cans, glass bottles and ink and toner cartridges are collected and recycled; decreasing the amount of waste that ends up in landfill sites. As a company, Opps will ensure that staff will be made aware of which materials are recyclable and have the correct bins available for use.

4. Dispose – Disposal of our waste will only occur after all of the above waste management methods have been exhausted. All general waste will be collected by our external waste management service.
5. Minimise – Minimise use of travel through use of web meeting and conferencing and use of public transport.
6. Promote – Promote Opps Training’s policy to its stakeholders on its website as an introduction to the organisation and through information advice and guidance during the learner’s journey

<b>Policy published date</b>	April 2012
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<b>Person responsible for policy and review</b>	Health and Safety Officer