



# Reynolds

## Training Services

<b>POLICY NAME</b>	Environmental Policy			<b>POLICY NUMBER</b>	Po-003-RTS
<b>EFFECTIVE DATE</b>	November 2023	<b>NEXT REVISION</b>	November 2024	<b>VERSION NUMBER</b>	1.1

VERSION HISTORY				
VERSION	AUTHOR	REVISION DATE	DESCRIPTION OF CHANGE	APPROVED BY
1	John Reynolds	January 2020	Policy Implemented	John Reynolds
1	John Reynolds	January 2021	Annual Review – No Changes	Andrew Reynolds
1	John Reynolds	January 2022	Annual Review – No Changes	Andrew Reynolds
1.1	John Reynolds	November 2022	Logo Updates	Andrew Reynolds
1.1	John Reynolds	November 2023	Annual Review – No Changes	Andrew Reynolds

**Approved by:** John Reynolds  
**Position:** Managing Director  
**Date:** 1<sup>st</sup> November 2023

**Approved by:** Andrew Reynolds  
**Position:** Centre Manager  
**Date:** 1<sup>st</sup> November 2023

**Policy Statement**

At Reynolds Training Service we are committed to reducing or having limited environmental impact by using sustainably sourced products or limiting products that are not sustainable. To meet these commitments, we have come up with these controls as part of our environmental management system with a duty to the environment.

The controls in order to meet this commitment are:

- To ensure we are compliant with relevant environmental legislation and regulations as identified in our environmental aspects and impacts assessment.
- To minimise the waste produced
- To procure sustainably sourced products
- To continually assess our environmental performance
- Establish an energy monitoring and targeting system and a regular audit of energy consumption.
- To ensure all staff, visitors and apprentices are aware of environmental impacts and what they can do to make sure we are compliant with the legislation and regulations.
- Efficient use of lighting, heating, plant, and equipment to reduce CO<sub>2</sub> emissions.
- Encourage car sharing wherever possible

**Responsibilities**

This policy is set out by The Company but is expected to be complied with by all in the business from employees, apprentices, any party working on behalf of The Company, and any third-party visitors on site. This makes everyone responsible for their action and for ensuring compliance under ISO 14001.

In order to meet these commitments we will, provide the necessary personnel and financial resources, provide facilities for all relevant waste and recyclables, make sure any contractors are aware of, and following, the policies set out, to ensure all suppliers are aware of our environmental commitment and that their products are in line with this, to make sure, where possible staff car share or use public transport to see clients and the clients will try to do the same when visiting the centre, use online platforms such as Teams and Skype to conduct client meetings, make sure all staff and apprentices are aware of our environmental policy in line with ISO 14001.

We will review this policy annually, or where significant changes to legislation or the company operation may impact our environmental performance, to ensure it is still relevant and compliant with ISO 14001.