



DOCUMENT	Sustainability Policy
VERSION	V2026AB 26
PAGE	1 OF 5



POLICY & PROCEDURES

SUSTAINABILITY

REFERENCE	PPSUV2026AB 26
ISSUE DATE	30.04.26
REVIEW DATE	30.04.27



DOCUMENT	Sustainability Policy
VERSION	V2026AB 26
PAGE	2 OF 5

1. PURPOSE

Crosby Training is committed to reducing its environmental impact and promoting sustainable practices across all operations. This policy sets out how the organisation manages energy use, carbon emissions, waste, and resource consumption, embedding sustainability into decision-making and operational activities.

2. SCOPE

This policy applies to:

- Office operations and facilities
- Procurement and supply chain practices
- Waste and recycling management
- Energy and water use
- Company vehicles used for work-related travel, including training, meetings, and other operational activities.
- Staff engagement in sustainable practices

3. LEGAL & BEST PRACTICE FRAMEWORK

Crosby Training recognises its responsibilities under relevant legislation and guidance, including:

- Environmental Protection Act 1990 - *obligations for waste management and recycling.*
- UK Climate Change Act 2008 - *reducing greenhouse gas emissions from our operations and supply chain, in line with national and international climate targets.*

Compliance with these frameworks ensures operational decisions align with legal requirements and good practice.



DOCUMENT	Sustainability Policy
VERSION	V2026AB 26
PAGE	3 OF 5

4. CARBON NEUTRAL INITIATIVES

Crosby Training actively offsets unavoidable carbon emissions through contributions to Carbon Neutral Britain, a registered environmental organisation.

Their work includes:

- Planting and maintaining trees to absorb CO₂
- Supporting renewable energy projects
- Promoting energy efficiency in local communities

These contributions ensure that operational emissions are effectively neutralised, while longer-term measures, such as transitioning to low-emission vehicles, are implemented as technology and infrastructure allow.

5. OFFICE & ENERGY MANAGEMENT

- Head Office uses motion-sensor lighting and automated power-off systems to reduce electricity consumption.
- Staff are expected to:
 - Switch off equipment when not in use
 - Optimise heating to reduce energy use
 - Limit printing and photocopying to essential documents
- Water is managed efficiently via a central water cooler to minimise waste.
- Energy-saving measures are reviewed regularly and new opportunities are explored.

6. WASTE MANAGEMENT

- Where practical, paper is recycled securely.
- Obsolete items and electronic equipment are sent to certified recycling centres to ensure environmentally responsible recycling.



DOCUMENT	Sustainability Policy
VERSION	V2026AB 26
PAGE	4 OF 5

- To balance safety with sustainability, secure-lidded single-use cups are used only when needed to prevent spillages and protect equipment, and reusable alternatives are provided wherever possible.
- Staff are encouraged to minimise waste and suggest further improvements.

7. PROCUREMENT & MATERIALS

- Refreshments are sourced locally to reduce transport emissions.
- Marketing and training materials are obtained from sustainable suppliers, with printing minimised unless essential for accessibility or archival purposes.
- Staff are encouraged to select supplies with the lowest environmental impact where operationally feasible.

8. STAFF ENGAGEMENT & EXPECTATIONS

- Staff awareness is promoted through team meetings, newsletters, and internal communications.
- Staff are expected to:
 - Take personal responsibility for sustainable practices in their workspace
 - Follow energy-saving and waste management procedures
 - Use resources responsibly and avoid unnecessary consumption
- Learner engagement in sustainability initiatives is limited to awareness-raising and supporting positive behaviours. This reflects both the transitional nature of our learners, who are typically enrolled for short periods, and the need to maintain clear operational responsibilities within staff-led initiatives.



DOCUMENT	Sustainability Policy
VERSION	V2026AB 26
PAGE	5 OF 5

9. MONITORING, REVIEW & IMPROVEMENT

- Energy use, waste, and operational practices are monitored internally.
- Sustainability targets and initiatives are reviewed annually, or sooner if legislation, technology, operational practices, or vehicle use changes significantly.
- Significant environmental incidents, opportunities for improvement, or carbon offset progress are reported to management for review and action.
- Continuous improvement is encouraged, balancing practicality with aspirational goals.

10. TARGETS & AMBITIONS

Crosby Training aims to:

- Reduce office energy consumption each year
- Transition to low-emission or electric vehicles as technology and infrastructure allow
- Maximise recycling of office and training-related waste
- Source materials and refreshments sustainably and locally where possible
- Maintain progress towards carbon neutrality through initiatives such as verified offsetting with Carbon Neutral Britain
- Promote a culture of sustainability awareness across all staff.

10. CONTINUOUS IMPROVEMENT

Sustainability is an ongoing commitment. Crosby Training will continue to explore practical opportunities to reduce environmental impact, implement innovative solutions, and contribute to a low-carbon economy. Initiatives are regularly assessed, updated, and integrated into strategic and operational decision-making.