

ENVIRONMENTAL POLICY

INTRODUCTION

My Training Passport is concerned with the online supply of training data management and although minimal we recognise that our operations have an effect on the environment and we wish to minimise the potentially harmful effects of such activity wherever and whenever possible. We also recognise that good environmental management must be an integral and fundamental part of our corporate business strategy.

POLICY STATEMENT

Our policy is to meet or exceed all environmental regulations, laws and codes of practice. We are committed to the prevention of pollution and to minimising the impact of our operations on the environment. This environmental policy is the company's statement of environmental goals which outline our commitment to continual environmental improvement.

COMMUNICATION TO STAFF

To be successful, the environmental policy statement needs to be company-wide and therefore commitment is required from the whole workforce. Gavin Boorman has specific responsibility for policy development, coordination and evaluation of performance. Line managers have an important role to play in helping employees to understand and implement the relevant aspects of this policy in their day-to-day work through the regular communication of objectives, action plans and achievements. This will be achieved through regular management meetings.

GOALS

Energy Use We will use environmentally safe and sustainable energy sources to meet our needs.

- **Resources**
We will improve our environmental performance by conserving energy, water, wood, paper and other resources, particularly those which are scarce or nonrenewable, through efficient use and careful planning, while still providing a safe and comfortable working environment.
- **Recycling**
We will promote recycling and the use of recycled and refurbished products and materials where such alternatives are economical and suitable, while reducing consumption of materials wherever possible.
- **Waste Disposal**
We will minimise waste and will dispose of all waste through safe and responsible methods.
- **Wildlife**

We will ensure that any products used or derived from wildlife, such as timber and plants, are from sustainable sources, and comply with EU and international trading rules.

- **Suppliers**
We will work with our suppliers to ensure they recognise and reduce the environmental impact of their products and transportation through a quality purchasing policy

TRANSPORTATION

Through coordinating route planning and delivery schedules we will seek to realise the dual benefits of reduced fuel consumption and lower exhaust emissions.

POLLUTION

We will monitor relevant discharges and emissions to air, land and water to assess what action is necessary to reduce pollution or the risk of pollution. We will phase out, where practical, ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances damaging to health and the environment.

My Training Passport Limited



BUILDINGS

We will ensure, where practicable, that buildings occupied by us are designed, constructed and operated to optimise their environmental performance.

TRAINING

We include environmental issues in all company training programs and encourage the implementation by all company staff of sound environmental practices.

POLICY REVIEW

This environmental policy will be reviewed regularly and, if necessary, revised to reflect the latest developments. We will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations.

Signed on behalf of My Training Passport Limited

..... DIRECTOR

Date: 01/07/2024

My Training Passport Limited