



## **DistanceLearningCentre.com Ltd**

### **Environmental Policy**

#### **1. Policy Statement**

The DistanceLearningCentre.com Ltd recognises that its operations have an effect on the local, regional and global environment. Our whole approach is about community development and partnership working: to bring about change in society with regards to the environment, in communities, in groups and in individuals and this should include positive change around any impact we have on environmental issues.

As a consequence, the DistanceLearningCentre.com is committed to continuous improvements in environmental performance, the prevention of pollution, the support of the local community and the suppression of the exploitation experienced by developing countries. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

#### **2. Best Practice**

Policy will ensure that it:

- Is appropriate to the nature and environmental impacts of our activities/services
- Includes a commitment to continuous improvement
- Includes a commitment to comply with relevant legislation
- Includes a framework for reviewing performance
- Is communicated to all employees (paid and unpaid) and the communities we work with, where appropriate
- Is communicated to all beneficiaries
- Is a document available to the public

The DistanceLearningCentre.com will strive to continuously improve our environmental performance and integrate recognised applicable best practice into our business operations.

#### **3. Responsibility for Products**

Wherever possible the DistanceLearningCentre.com will consider the environmental impacts of the products it uses or purchases at all stages of their life cycle – from design, to manufacturing, customer use, and finally disposal.

- Resource Use

We will endeavour to conserve resources through efficient use and careful planning. This shall include a reduction in our energy and water usage as well as careful monitoring of the products we purchase.

- Waste Management

A primary part of the DistanceLearningCentre.com environmental strategy is sustainable waste management and as such we recognise our responsibilities to manage and reduce waste generated from our business operations according to the principles of reduction, reuse and recycling materials wherever possible. We will minimise waste, especially hazardous waste and will dispose of all waste through safe and responsible methods.

- **Purchasing**

Wherever possible and appropriate the organisation will purchase recycled goods. The organisation will stock 'Fair Trade' goods (tea & coffee etc.) in all of its offices and will serve the same to all visitors and at meetings. The organisation will endeavour to purchase goods that will contribute to sustaining the local community.

## **5. Environmental Awareness**

The Environmental Policy and accompanying guidelines will be disseminated to all current staff (paid and unpaid) and beneficiaries and will also be included as part of the induction of new staff and beneficiaries. The DistanceLearningCentre.com will implement the policy through guidelines and training in order to motivate staff and beneficiaries to conduct their activities in an environmentally responsible manner. The Policy Statement will be displayed at all DistanceLearningCentre.com premises.

## **6. Community Relations**

The DistanceLearningCentre.com aims to raise the environmental awareness of the communities we work with, particularly young people. We will encourage and actively support local communities to become involved and undertake local environmental projects. We also hope to raise awareness amongst our many partners at local, regional, national and international level.

## **7. Targets and Goals**

The DistanceLearningCentre.com will set environmental targets and goals designed to improve our environmental performance, and comply with all relevant environmental legislation.

- Communicate internally and externally our environmental policy and performance on an annual basis, and encourage feedback
- Communicate the importance of environmental issues to all our staff, volunteers and project beneficiaries
- Work together with our service partners and suppliers to encourage commitment towards improved environmental performance
- Encourage appropriate consideration of environmental issues in the professional services we provide to our clients and partners
- Review our environmental policy regularly

## **8. Audit**

The DistanceLearningCentre.com will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations in January of every year.

This statement represents our general position on environmental issues and the policies and practices we will apply in conducting our business. The Environmental

Policy is accessible to all staff via the intranet and to other interested parties on request.

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**DistanceLearningCentre.com Ltd: Last reviewed: 05/10/2012; 27/01/2014; 26/11/2015**