

Coaching Direct Environmental Policy

Scope

This policy applies to all Coaching Direct (CD) employees, associates, secondees, agency staff and third parties who undertake activity for and on behalf of CD. It applies to the goods and services we procure, our direct operations and the services we provide to our customers. CD is committed to creating a sustainable society actively managing our operations in a way that balances our social, environmental, and economic objectives. To do this, sustainability considerations are woven throughout a suite of interdependent policies and their procedures, which are implemented collectively to deliver the objectives of the Sustainability Policy.

Purpose

To provide an effective framework for realising CD's commitment to creating a sustainable society by protecting and where possible enhancing the organisation's social, environmental, and economic impacts, preventing pollution, reducing social inequality, and driving sustainable economic development as part of a transition to a low carbon future.

Responsibilities

All employees including associates, secondees, agency staff and third parties are responsible for ensuring that this Policy is adhered to. In addition, those employees who procure goods and services should follow CD's Procurement Policy including the requirement to include social value considerations which mirror our sustainability objectives. As referenced some activities within the scope of this Policy are covered by additional dedicated policies and procedures to ensure that the objectives of this Policy are delivered.

Policy

CD is a private enterprise that works to create better workplaces through coaching and training through three distinct areas: Coaching, Training and Consultancy.

CD is committed to contributing to a more sustainable society and to continually improve the positive impacts we make by:

- ensuring compliance with all relevant legislation and standards, and the expectations of our customers and other key stakeholders
- ensuring our systems and procedures prevent pollution, and minimise resource consumption
- ensuring our employees, associates and suppliers are able and are encouraged to support our sustainability commitments
- ensuring we continue to develop services which meet the needs of those customers who are often less able to participate in mainstream services
- ensuring we continually review how we can make improvements to our sustainability performance

For CD to realise these commitments, sustainability performance is driven by the Director and organisation's management team, through our:

- Agreed Shared Values
- Equality and Diversity policy and positive about disability status we are committed to action on equal opportunities
- Service provision, ensuring that organisation makes effective use of technology to deliver coaching and training solutions to reduce the organisation's overall carbon footprint

- Training – achievement of CPD Green Champion training and an appointed member of management to oversee the organisation's adherence to the environmental and sustainability policy (achieved May 2021)
- Service offer, ensuring it targets and supports those customers who are least able to access mainstream service provision (Coaching Direct Foundation)
- Travel Policy which encourages journey planning, use of alternative modes of transport, limits CO₂ emissions from commutation transport
- ICT Disposal Policy which covers reuse, recycling, and the associated data security issues
- Environmental Policy which covers energy, waste, and paper usage
- Monitoring and reporting of our CO₂ emissions
- Inclusion of Social Value requirements into our procurement policy

To realise our sustainability objectives CD both recognises the need for and is committed to communicating these objectives to our suppliers, employees, customers, and wider stakeholders. This is achieved via our procurement processes, and our existing communication channels to employees including the business plan, intranet, newsletters, team briefings and the staff induction processes.

This policy and the actions arising from it will be annually reviewed as part of the business planning process which involves CD's senior leadership and management teams, with final approval via the CD management.

May 2021