



SUSTAINABILITY POLICY

OVERALL AIM

DART is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to DART's activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners to do the same.

Principles:

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually and to continually strive to improve our sustainability performance.

Practical steps:

In order to put these principles into practice we will:

- Share vehicles and ensure DART pool vehicles are fully deployed.
- Travel of long distances where practicable will be undertaken by train.
- Avoid physically traveling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- Reduce the need for our staff to travel by supporting alternative working arrangements such as home working.

- Minimise our use of paper and other office consumables, for example by double-sideding all paper used, and identifying opportunities to reduce waste. Recycling of single side used paper.
- Ensure used paper and cardboard is recycled at local collection points.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Fully utilise energy saving devices such as ecobutton on office computers during office opening hours. Ensure computers, monitors and printers are all switched off after use or at the end of the working day.
- Have a central document storage location so sharing of key documents is achievable to reduce printing and purchasing practices.
- Use Blackberry mobile devices for quick efficient contact with staff while at remote locations or home.
- Deploy hot desking within office environments to fully utilise resources and space availability.
- Remote access to documents and e-mail applications so access is achievable at any location.
- Networking printers within office environments to reduce energy consumption and requirement for renewable resources such as toner cartridges.
- Hire of accommodation and rooms for the delivery of training or using employers premises.
- Allocation of learners to assessors within their immediate locations to reduce the need for travel.
- Where practicable purchase electricity from a supplier committed to renewable energy.
- Ensure that timber furniture, and any other timber products are recycled or from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified.
- Purchase fair-trade and/or organic beverages.

Working practices and advice to clients:

- Ensure that any associates that we employ take account of sustainability issues.
- Include a copy of our Sustainability Policy in all our proposals to clients.
- Promote effective sustainability procedures and practices as the need is identified with learners and employers to eliminate bad practices.

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Reviewed: March 2010
Next Review: March 2011