



Environmental Policy

Issue Date:

Issue No: 1

Prep by: DBS

1. Introduction

Quaystage acknowledges the connection between the climate and other environmental crises and the threat of current and future homelessness, disease, food and water shortages and poverty for millions of people around the world, as well as the major damage being caused to our natural eco-systems.

Quaystage, therefore, recognises its responsibility to reduce its carbon and environmental footprints and formally commits itself to being an environmentally responsible organisation.

The Operations Director is responsible for the implementation of this policy; however, all employees, freelance staff, and volunteers have a responsibility in their areas to ensure that the aims and objectives of the policy are met.

2. Policy aims:

We endeavour to:

- ☐ Comply with all relevant regulatory requirements
- ☐ Continually improve and monitor environmental performance
- ☐ Continually improve and reduce environmental impacts
- ☐ Increase employee awareness
- ☐ Quaystage Training, will use recycled paper wherever possible
- ☐ Quaystage Training will minimise printing and photocopying of papers and documents
- ☐ Quaystage Training will use re-useable products rather than paper products (cups etc) wherever possible
- ☐ With regard to energy and water, we will minimise our use of energy by ensuring all electrical items including lights are switched off when not needed or in use
- ☐ With regard to Office Supplies and maintenance, we will ask all our current and future suppliers for their environmental policies and for evidence of implementation of such policies and indicate that such performance will be used as criteria for supplier selection.
- ☐ Quaystage Training will use recycled, re-useable, and environmentally friendly office supplies wherever possible.
- ☐ Quaystage Training will use environmentally friendly cleaning products and processes to maintain the office and vessels.
- ☐ Quaystage will give sustainable transport guidance for their staff, and will use electronic meetings where possible instead of face-to-face meetings.
- ☐ Quaystage Training will promote a culture of improvement of the company's environmental performance will be a standard item at team meetings.



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- ☐ All staff contracts will include a clause stating that staff will be expected to help Quaystage in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties.
- ☐ Induction procedures for new staff will include information on the company's environmental practices.

3. Review

Quaystage Training will monitor progress and update this policy annually in consultation with staff, the Board and other stakeholders where necessary.