



Creative Consulting and Training Ltd

Environmental & Sustainability Policy

Version: 2025

Approved by: Olushola Isaac, Director

Review Frequency: Annually

Next Review Date: November 2026

1. Purpose

Training Creatively Ltd is committed to protecting the environment, supporting sustainable development, preventing pollution, reducing carbon emissions, using natural resources responsibly, and continually improving our environmental performance.

We recognise that environmental sustainability is an integral part of delivering high-quality training, consultancy, coaching and digital learning services. We aim to minimise the environmental impact of our operations while meeting the expectations of our clients, learners, employees, suppliers and other stakeholders.

This policy provides the framework for setting environmental objectives, promoting sustainable business practices, and supporting continual improvement across all areas of our organisation.

2. Scope

This policy applies to:

- All employees, associates, contractors, consultants and trainers working on behalf of Training Creatively Ltd.
 - All business activities, including classroom training, virtual learning, consultancy, coaching, administration, procurement, marketing and corporate services.
 - All premises and locations where our services are delivered, including client sites, training venues and office facilities.
 - All suppliers, subcontractors and delivery partners engaged in providing goods or services on our behalf.
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3. Our Environmental & Sustainability Commitments



3.1 Legal and Regulatory Compliance

We will:

- Comply with all applicable environmental legislation, regulations, contractual requirements and recognised good practice.
 - Keep up to date with changes in environmental legislation and ensure ongoing compliance.
 - Consider applicable legislation including the Environmental Protection Act 1990, Climate Change Act 2008, Waste (England and Wales) Regulations, and other relevant environmental requirements.
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3.2 Pollution Prevention

We will:

- Prevent pollution arising from our operations wherever reasonably practicable.
 - Minimise emissions, waste and environmental impacts.
 - Ensure the safe handling, storage and disposal of materials and consumables.
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3.3 Resource Efficiency

We are committed to reducing the consumption of:

- Electricity and energy.
- Heating and office equipment.
- Paper and printing.
- Water.
- Office consumables and packaging.
- Single-use materials wherever practical.

We will promote digital working practices and electronic documentation to reduce unnecessary resource consumption.

3.4 Waste Management

We will follow the waste hierarchy by:

- Reducing waste at source.
- Reusing materials wherever possible.
- Recycling responsibly.
- Minimising waste sent to landfill.



Employees, trainers and learners are encouraged to adopt environmentally responsible behaviours during all training and business activities.

3.5 Sustainable Procurement

Training Creatively will integrate environmental, ethical and social considerations into purchasing decisions wherever practical.

We will:

- Give preference to suppliers who demonstrate responsible environmental management.
 - Purchase recycled, reusable, energy-efficient and sustainably sourced products whenever feasible.
 - Encourage suppliers and subcontractors to reduce their environmental impacts and carbon emissions.
 - Consider sustainability alongside quality, value and service when selecting suppliers.
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3.6 Carbon Reduction

Training Creatively supports the UK Government's commitment to achieving Net Zero greenhouse gas emissions by 2050.

We will:

- Reduce business travel by prioritising virtual meetings and online training.
- Improve energy efficiency across our operations.
- Monitor and reduce greenhouse gas emissions.
- Offset unavoidable emissions where appropriate.
- Review environmental performance annually.
- Maintain and publish an up-to-date Carbon Reduction Plan.

Our Carbon Reduction Plan provides further information on our greenhouse gas emissions, reduction measures, governance arrangements and Net Zero commitments.

3.7 Climate Change Resilience

We recognise that climate change presents both risks and opportunities.

We will:

- Consider climate-related risks within our business continuity planning.
- Build resilience into our operations and service delivery.



- Support the transition to a low-carbon economy through responsible business practices.
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3.8 Digital Sustainability

As a digital learning provider, we will:

- Maximise virtual tutor-led training to reduce travel emissions.
 - Use secure and energy-efficient digital platforms and cloud-based services where appropriate.
 - Encourage paperless administration and digital learning resources.
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3.9 Biodiversity and the Natural Environment

Training Creatively recognises the importance of protecting biodiversity and the natural environment.

Where appropriate, we will:

- Minimise impacts on ecosystems through responsible purchasing.
 - Reduce waste and unnecessary resource consumption.
 - Encourage sustainable travel.
 - Support environmentally responsible business practices that contribute to protecting natural habitats.
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3.10 Environmental Awareness

We will:

- Ensure employees, trainers and contractors understand this policy.
 - Promote environmental awareness throughout the organisation.
 - Encourage everyone working with us to identify opportunities to improve environmental performance.
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3.11 Continual Improvement

Training Creatively is committed to continual improvement by:

- Monitoring environmental performance.
- Setting annual environmental objectives.
- Reviewing progress during management meetings.



- Updating policies and procedures as legislation, risks and opportunities evolve.
 - Seeking feedback from employees, clients and stakeholders to improve our environmental performance.
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4. Roles and Responsibilities

Directors

The Directors will:

- Approve this policy.
 - Provide leadership on environmental sustainability.
 - Allocate appropriate resources to support environmental objectives.
 - Review environmental performance annually.
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Managers and Team Leaders

Managers will:

- Promote environmental awareness.
 - Ensure environmental considerations are incorporated into operational activities.
 - Encourage sustainable working practices across their teams.
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Employees, Trainers and Associates

Everyone working on behalf of Training Creatively is responsible for:

- Complying with this policy.
 - Conserving energy and resources.
 - Reducing waste.
 - Reporting environmental concerns and opportunities for improvement.
 - Supporting sustainable ways of working.
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5. Monitoring

Training Creatively monitors environmental performance through:

- Annual review of environmental objectives.
- Monitoring of our Carbon Reduction Plan.



- Supplier and procurement reviews.
- Management review meetings.
- Feedback from employees, learners and stakeholders.

Performance findings are used to identify opportunities for continual improvement.

6. Communication and Review

This policy will be:

- Reviewed annually or sooner if legislation or business requirements change.
 - Communicated to all employees, associates and contractors.
 - Made publicly available through our website.
 - Shared with clients, suppliers, procurement authorities and other stakeholders upon request.
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Approved by

Olushola Isaac

Director

Training Creatively Ltd

Signed by:

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