

# Environmental and Sustainability Policy



The Spark Group

## Introduction

The Spark Group exists to help reduce carbon emissions by promoting and preparing young people for sustainable careers. We are committed to promoting environmental responsibility and sustainable practices in all aspects of our operations. We know how important it is to care for the environment for future generations, and we aim to reduce our environmental impact through smart, responsible practices.

## Our Commitments - What We Will Do

### Energy Use

- Use energy-efficient equipment and practices in our offices and facilities.
- Use renewable energy sources when we can.

### Waste Reduction

- Minimise how much waste we create, recycle as much as possible, and avoid single-use items.
- Dispose of any remaining waste in a safe and responsible way.

### Sustainable Buying

- Prioritise sustainable and ethical products and services.
- Work with suppliers and partners who share our commitment to the environment and sustainability.

### Water Use

- Take steps to reduce how much water we use.
- Encourage our staff and students to follow water-saving habits.

### Employee Involvement

- Educate our employees and where possible provide tools to help them be more sustainable at work and at home.
- Build a culture where everyone feels responsible for protecting the environment.

### Community and Partnerships

- Work with the community and partners to raise awareness and support local sustainability efforts.
- Team up with others including industry partners, organisations, charities, and government bodies to advance sustainability goals.

### **Improvement and Progress**

- Review our environmental actions regularly and look for ways to improve.
- Set clear goals and track our progress in reducing our environmental impact.

### **Who Is Responsible**

Our Leadership Team is responsible for leading the way, making sure we have the right resources, and including sustainability at the heart of our operations.

All employees are responsible for following this policy and doing their part to help us be more sustainable.

### **Review**

We will review this policy and action plan once a year to make sure it is still working and up to date. We will update it when needed to reflect changes in the law, best practices, or our business goals.

### **Approval**

This policy has been approved by The Spark Group's Senior Leadership Team.

<b>Version number:</b>	2.0
<b>Document written by:</b>	Debbie Sturridge, Business Manager
<b>Date:</b>	30.05.25
<b>Review due:</b>	May 2026

## Action Plan 2025-26

**Purpose:** To turn our Environmental and Sustainability Policy into small, achievable steps we can take now.

**Review Cycle:** Once a year (or sooner if needed)

Action		Person/s Responsible	Timescale
<b>1.</b>	<b>Energy Use</b>		
1.1	Switch off lights, computers, and equipment when not in use (including at the end of the day)	Everyone & daily check by person closing the centre	Ongoing 25-26
1.2	Explore renewable energy solutions for the building, in line with the lease and what the landlord will allow	Senior Leadership Team	March 2026
<b>2.</b>	<b>Waste Reduction</b>		
2.1	Explore recycling options in the non workshop areas for paper, plastics, and cans	Senior Leadership Team	December 2025
2.2	Avoid single-use cups, bottles, and cutlery, everyone to use their own mugs and bottles	Everyone	Ongoing 25-26
2.3	Use digital documents instead of printing whenever possible	Everyone	Ongoing 25-26
<b>3.</b>	<b>Sustainable Buying</b>		
3.1	When buying office or training supplies, choose recycled or eco-friendly options where affordable	Senior Leadership Team	Ongoing 25-26
3.2	Use local suppliers where possible to cut transport emissions.	Senior Leadership Team	Ongoing 25-26
<b>4.</b>	<b>Water Use</b>		

4.1	Make sure taps are turned fully off after use	Everyone & daily check by person closing the centre	Ongoing 25-26
4.2	Encourage staff and students to only run water when necessary (e.g., washing hands, cleaning).	Senior Leadership Team and Tutors	Ongoing 25-26
<b>5.</b>	<b>Staff Involvement</b>		
5.1	Encourage staff to suggest new ideas for saving energy, reducing waste, or helping the environment (via team meetings, 1:1s)	Senior Leadership Team	Ongoing 25-26
5.2	Share any useful sustainability tips in monthly leadership meetings	Senior Leadership Team	Ongoing 25-26
<b>6.</b>	<b>Community and Partnerships</b>		
6.1	When possible, team up with local organisations for events or activities that promote green skills	Senior Leadership Team	Ongoing 25-26
<b>7.</b>	<b>Improvement Progress</b>		
7.1	Once a year, review what's working and what we can improve.	Senior Leadership Team - in line with policy review	June 2026
7.2	Keep track of simple wins (e.g., "reduced printing," "started recycling")	Business Manager	Ongoing 25-26

<b>Who does what</b>	
Everyone	Follow the plan and share ideas

Senior Leadership Team	Make decisions on purchases and suppliers
Business Manager	Monitor and record progress against the plan