

## SUSTAINABILITY POLICY

It is the policy of EET to work towards a sustainable environment and we aim to follow and to promote good sustainability practice to reduce the environmental impacts of all our activities. Concern for the environment and promoting a broader sustainability agenda are integral to EET professional activities and the management of the organisation will strive to conserve, sustain and improve the environment through its own practice and awareness.

### 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 report, and to continually strive to improve our sustainability performance.

### Practical Steps

Minimise our use of paper and other office consumables, for example by double-sided copying and the use of electronic mail and other technology as far as possible and identifying opportunities to reduce waste.

As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.

Using materials and equipment which minimise harm to the environment and avoiding use of non-renewable resources where feasible.

Avoid physically travelling to meetings etc. where alternatives are available and practical, such as using teleconferencing, video conferencing etc. and efficient timing of meetings to avoid multiple trips.

Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc.

Ensure that any associates that we employ or contractors we use have similar environmental aims and commitment

Ensure that any compliance with legal requirements concerning the environment are met and that Shaping Skills are working towards meeting government initiatives for a sustainable environment.

Date	Reason for change	Authorised by	QA #
October 2022	Annual Update	Kelly Gibson	67