



**RM Training** (UK) Limited  
The Stepping Stones to Your Success



# SUSTAINABILITY & ENVIRONMENTAL POLICY

Document Authorised and Checked by:

David MacGregor – Operations Director (24/03/2025)

### Version Control

Reviewer Name	Comments	Review Date	Status
David MacGregor	Updated from 23-24 V7 to new policy version	24/03/2025	Approved

# Contents

Introduction.....	4
Social.....	4
Environmental.....	4
Economic.....	4
Objectives.....	4
Statement of Intent.....	4
Encouragement and Promotion:.....	5
Target Areas.....	5
Travel and Meetings.....	5
Suggestions for Improvement.....	6
Monitoring & review of this Policy.....	6
Reporting and Concerns.....	6

## Introduction

It is RM Training (UK) Limited's aim to support the protection of the environment and promote sustainability.

Our organisation aims to contribute to three sustainable development indicators (social, environmental, and economic).

## Social

The learning opportunities offered through the company are aimed to overcome the traditional barriers faced by socially excluded groups.

## Environmental

RMT aims to have environmental policies and best practice in relation to environmental practice. This means RM Training and its partners adopting practices to minimise waste, maximise recycling and implement energy saving procedures.

## Economic

All learning services offered by the Company aim to benefit the local economy.

## Objectives

- To provide a statement of intent
- To outline areas to target within this policy
- To provide guidelines to staff on the implementation of the policy
- To evaluate and monitor the policy on a regular basis

RM Training (UK) Limited has inputted a number of processes and procedures in order to participate and encourage staff members to be environmentally friendly. It is our commitment as a company to adhere to these steps.

Due to the nature of our business, training resources and materials are used frequently, as much as we try to use electronic and online resources, this is not always possible and paper versions are used.

## Statement of Intent

- 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 Environmental & 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 Environmental & Sustainability Policy and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

## Encouragement and Promotion:

- RM Training's website has a News page which will celebrate new projects and successes, but will also highlight environmental issues, recycling ideas and promote equality and diversity.
- Email Signature: - RM Training incorporates an environmental disclosure into all email signatures encouraging the recipient only to print if necessary.
- RM Training promotes energy saving within key areas of the office by reinforcing such tasks as turning off electrical equipment and light switches when not in use.
- Recycling: - Our main office is located at the 7 Weston Chambers, Southend-on-Sea SS1 1AT which has a number of recycling stations throughout the building allowing us as a company to recycle all our paper waste and encourage our staff to recycle food waste such as cans
- Toner Cartridge Recycling: - RM Training recycles all Toner Cartridges, refilling where possible.
- E-Portfolio Systems: -RM Training currently uses an E-Portfolio system to prevent the unnecessary use of paper based portfolio's, encouraging use of complementary technologies such as mp3 recordings and webinar facilities (Smart Rooms)
- By following all the above, RM Training Solutions is able to make small contributions to protecting the environment; and encouraging others also.

## Target Areas

In order to put these principles into practice we will take the following practical steps:

- Shredding**      Some wastepaper is shredded but is not recycled at the present time.
- Water**            Water is conserved whenever possible.
- Lighting**        All lighting consists of individually switched, low energy fluorescent tubes and bulbs
- Heating**         All heaters are thermostatically controlled and switched off when not required.
- Waste**            General waste is disposed of using a registered waste collector (Southend Council/contractors). Electric Waste is disposed of in compliance with the Waste Electrical and Electronic equipment (WEEE) regulations.

## Travel and Meetings

RM Training positively encourages car sharing, use of public transport, and walking where possible for work related activities.

Walk, cycle and/or use public transport to attend meetings, learner visits etc, apart from in exceptional circumstances where the alternatives are impractical and/or cost prohibitive.

Avoid physically travelling 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 learners, employers, partners and stakeholders

To reduce the need to travel to meetings and elsewhere, and facilitate regular client contact,

Reduce the need for our staff to travel by supporting alternative working arrangements, including home working etc, and promote the use of public transport by locating our offices in accessible locations.

## Suggestions for Improvement

If you have any suggestions for improvement within this policy, then please feel free to offer these suggestions to the Office Administrator ([admin@rmtraining.co.uk](mailto:admin@rmtraining.co.uk))

## Monitoring & review of this Policy

This policy will be part of RM Training's procedure of reviewing all policies every year. However, more immediate changes will be brought to the attention of the Senior Management Team as necessary. Day to day implementation of this policy will be reviewed through regular staff meetings.

## Reporting and Concerns

All queries and concerns about Sustainability should be referred to the RM Training Managing Director James MacGregor ([james.macgregor@rmtraining.co.uk](mailto:james.macgregor@rmtraining.co.uk)).