

CAREERS WALES

CAREER CHOICES DEWIS GYRFA

Environmental Policy

Gyrfa Cymru Careers Wales recognises that as the provider of an all age careers, advice and guidance service (including placement into employment, training and education for young people) and the facilitation of business links in Wales it has an impact on the environment. We will set objectives to undertake an innovative, productive and low carbon society and we will use our resources efficiently and proportionately including taking into consideration the effect we have on climate change and the need to protect the Environment. We recognise our corporate environmental responsibilities and we will meet these by reducing our environmental footprint, eliminating any sources of pollution and working to minimise any adverse environmental impact in the way we operate. Senior management is committed to the implementation of this policy.

SCOPE:

This policy applies to all aspects of the Company's operations, except those run by third parties including the operation of the Careers Website (hosted externally), and it will be communicated to all staff working for the company, Board Members and Suppliers. The policy will apply to all our offices.

We Are Committed To Embedding The Principles Of The Well-being of Future Generations (Wales) Act 2015 by:

1. Ensuring that every step is taken to eliminate all sources of pollution from our operations. In doing so we will comply fully with all relevant environmental legislation and compliance obligations by maintaining an environmental register.
2. Reducing our carbon footprint and minimising our adverse impact on the environment in the way we operate by:
 - conducting a regular review of our environmental impacts on at least an annual basis and producing an over arching improvement plan and an individual based office plan which will be reviewed on a quarterly basis by the staff within the office.
 - monitoring our energy, water consumption and our use of consumable materials and setting targets to reduce these.
 - providing training to all staff on environmental awareness.
 - producing guidance on how to eliminate and/or reduce our waste and improve our recycling of waste to meet our waste hierarchy duty.
 - supporting staff in understanding how to use ICT to reduce business mileage and continuing to encourage car sharing for business travel.
 - setting annual targets to reduce business travel and make available information on the availability and suitability of using public transport.
3. Continuously seeking to improve environmental performance through the management of an Environmental Management System to monitor and review our performance.
4. Raising staff awareness, encouraging their participation in environmental matters and seeking jointly to develop new ideas and initiatives, including the production of an Eco Code for our offices.
5. Making our Environmental Policy publicly available.

REVIEW:

This policy will be reviewed on an annual basis or sooner if there are any significant changes to the Company's business activities or operations.

A handwritten signature in black ink, appearing to read 'N. Davies', is written over a horizontal line.

Signed:

Chief Executive

Dated 16/06/2018