

| Document Control | | |
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| Document Ref: PD/EP | Date Issued: 30 th March 2022 | Document Classification: Public |
| Document Title: Environmental Policy | Date of Next Review: See BP23 Compliance Assurance Schedule | |
| Version: 2.2 | Author: K.Smith | |

| Change Log | | | | |
|--------------|---|--------------------------|-----------------------|----------------|
| Date: | Change Description: | Proposed: | Actioned: | Approved: |
| 6 June 2016 | <ul style="list-style-type: none"> Addition of reference to Capella Team Meeting Standard Agenda to prompt regular review Addition of reference to Objective Setting/Review process Addition of reference to being conscious and taking reasonable steps | | KS | <i>K.Smith</i> |
| 23 June 2016 | Addition of reference to recycling through our print supplier following sharing of best practice at team meeting | | KS | <i>K.Smith</i> |
| 26 Nov 2016 | Addition of reference to checklist for venue selection | Team Meeting | KS | <i>K.Smith</i> |
| 13 Jan 2017 | Minor change to key tools list to align with process documentation | | KS | <i>K.Smith</i> |
| 11 Dec 2017 | Addition of clarity regarding face-to-face meetings, plus reference to audits / evidence of levy funded programmes. | Team Meeting | CH | <i>K.Smith</i> |
| 18/12/17 | No change made – policy reviewed and reissued | K.Smith 18/12/17 | K.Smith 18/12/17 | <i>K.Smith</i> |
| 28/11/18 | No change made – policy reviewed and reissued | K.Smith 28/11/18 | C.Hughes 28/11/18 | <i>K.Smith</i> |
| 07/06/19 | Addition re encouraging use of re-usable water bottles Addition of reference to issuing of tablets in place of printed training materials wherever possible | Team Meeting | C.Hughes 04/07/19 | <i>K.Smith</i> |
| 17/12/2019 | Inclusion of reference to usage of public transport wherever feasible | Dec 19 Team Meeting | H Lees 17/12/19 | <i>K.Smith</i> |
| 15/06/2020 | Removal of reference to usage of public transport and car sharing wherever feasible to reflect the Government's COVID-19 advice | 05/06/20 Team Meeting | H. Lees 15/06/2020 | <i>K.Smith</i> |
| 05/01/2021 | Re-issue following review at December 2020 Team Mtg (no changes required) | 18/12/20 Team Meeting | H.Lees 05/01/2021 | <i>K.Smith</i> |
| 02/06/21 | Minor changes following review of an Employer's requirements | 28/04/21 K.Smith | H.Lees 02/06/21 | <i>K.Smith</i> |
| 6/7/2021 | Additional tools following annual review at Team Meeting | Team Meeting 2/7/2021 | KS 6/7/2021 | <i>K.Smith</i> |
| 21/12/2021 | Minor drafting updates following annual compliance assurance review | H.Lees 18/12/2021 | H.Lees 18/12/2021 | <i>K.Smith</i> |
| 30/03/2022 | Minor drafting updates to reflect requirements of a Supplier | K.Smith 23/02/22 | H.Lees 29/03/22 | <i>K.Smith</i> |

Purpose

The purpose of this policy is to set out the intentions and key tools that Capella will use to ensure environmental considerations are incorporated into our business activities.

Owners

All Capella Associates will be aware of and work within this policy.

Intent

We aim to minimise the impact of all of our activities on the environment, and to take a proactive approach to conserving natural resources, reducing waste and reducing Capella's environmental footprint.

Tools

Key tools we will use to minimise our impact include:

1. Reducing our paper usage by:
 - using online training materials, rather than hard-copy training materials, wherever possible
 - ensuring that we only order hard-copy training materials for the confirmed number of delegates on a Programme where the provision of hard-copy training materials is required.
 - using electronic, rather than hard-copy, documents wherever possible. (Note: For levy-auditing processes (e.g. apprenticeship) the impact of printing/posting evidence should be considered, and wherever possible electronic copies / evidence should be utilised and retained on 365).
2. Reduce our usage of transport by:
 - Replacing face-to-face meetings with internet-based communications such as phone and video conferencing wherever possible. However, face-to-face coaching or meetings should be used where these are the better option to support apprentices/delegates, employers or colleagues.
 - Where face-to-face meetings encouraging Associates and apprentices/delegates to use public transport or car-sharing wherever possible, subject to any government or health guidance to the contrary being in force.
3. Reduce our usage of e-communications storage by:
 - choosing appropriate methods and circulation lists which minimise the number of electronic copies/transactions
 - using Chat functionality instead of sending emails
 - regularly emptying sent/deleted email folders and archive folders
 - cancelling marketing subscriptions

- not sending unnecessary emails
- 4. When new equipment is required where possible endeavour to:
 - purchase environmentally sustainable products, and
 - to purchase e-rated equipment in order to reduce our energy usage
- 5. Encourage Associates and apprentices/delegates to use re-usable water / drinks bottles where possible in order to reduce the usage of plastic.
- 6. Recycling materials from both office and training activities where these materials are no longer required.
- 7. Ensuring that our Venue Assessment checklist includes a check regarding the availability of recycling facilities.
- 8. When equipment/materials are no longer required, donate it to charities or educational establishments wherever possible (taking into account any data/information security requirements as set out in the Data Transfer & Storage policy).
- 9. Including environmental criteria in the Project Selection phase for apprentice/delegate projects and incorporating relevant references in training materials.
- 10. Undertake regular reviews of best practice and improvement opportunities, prompted by the Capella Leadership Team Meeting Standard Agenda (BP14) and our Objective Setting/Review process.

At all times we will encourage all Associates and apprentices/delegates to take personal responsibility for their own actions, to be conscious of the environment and to take reasonable steps to reduce waste, re-use and recycle products.

Review and Updates

This policy will be reviewed every 12 months as a minimum.