

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

TTT POLICY DOCUMENT

Environmental and Sustainability Policy

TTT's environmental commitments as an online training provider and how it lives by them.

Document Control

Document Title	Environmental and Sustainability Policy
Version	1.0
Effective Date	22 April 2026
Next Review Date	22 April 2027
Policy Owner	Phenil Mehta, Centre Manager
Approved By	Phenil Mehta, Centre Manager
Classification	Public
Applies To	All TTT staff, associates, suppliers and learners where environmental impact is relevant

Environmental and Sustainability Policy

1. Purpose

This policy sets out TTT's environmental commitments as an online training provider and how those commitments are put into practice across delivery, operations, procurement and staff behaviour. It reflects TTT's commitment to reducing its environmental footprint, complying with UK environmental law and supporting the UK's transition to net zero.

2. Scope

This policy applies to:

- All TTT operations, including online course delivery, marketing, admissions, assessment and administration
- TTT staff, associates and contractors in their working activity
- TTT suppliers, to the extent their activity contributes to TTT's footprint
- Learners, to the extent that environmental choices are visible in the delivery model

3. Policy Statement

TTT is committed to the following principles and commitments.

1. TTT operates a digital-first, paper-light model by design, which gives the centre a structural advantage in reducing waste, travel and emissions.
2. TTT complies with all applicable UK environmental law, including the Environmental Protection Act 1990, the Waste (England and Wales) Regulations 2011, the Environment Act 2021 and the Climate Change Act 2008.
3. Environmental considerations are part of every significant supplier and procurement decision.

4. Roles and Responsibilities

Role	Responsibility
Centre Manager (Phenil Mehta)	Overall accountability; reviews policy annually.
Course Coordinator	Day-to-day practice: paper use, courier choices, reseller communications.
All staff, associates and contractors	Follow the practical measures in Section 5; raise suggestions; reduce personal workplace impact.
Suppliers	Honour TTT's environmental expectations set out at onboarding; provide environmental information on request.
Learners	Participate via the online delivery model and minimise printing of course materials.

5. Practical Measures

5.1 Digital-first delivery

- Course content, assessment evidence, feedback, certificates and commercial documents are digital by default
- Physical certificates are provided only when requested and paid for, under the Course Terms and Conditions
- Live sessions are online wherever feasible, reducing travel emissions
- Cloud storage is used in preference to local or physical storage, reducing hardware replacement needs

5.2 Energy

- TTT uses cloud services whose providers report publicly on renewable energy use
- Devices are configured with power-saving defaults; displays sleep quickly
- Devices are kept in use as long as they remain secure and fit for purpose; replacement is justified by need, not fashion
- End-of-life devices are wiped and then recycled or donated through certified routes, in line with the Data Retention and Disposal Policy

5.3 Paper, print and consumables

- Printing is minimised; black-and-white, double-sided printing is the default when printing is unavoidable
- Paper used is recycled or FSC-certified where available
- Office consumables are reused, refilled or recycled wherever possible
- Internal documents are shared digitally; paper copies are the exception, not the rule

5.4 Travel

- Travel for TTT business is kept to what is genuinely needed; online alternatives are the default for meetings, assessments and EQA sampling where the Awarding Organisation permits
- Where travel is needed, lower-emission options are preferred: train over car, car-share over single-occupancy, non-UK air travel avoided wherever feasible
- Staff are supported to work remotely where the role allows, reducing commuting impact

5.5 Procurement

- Environmental performance is one of the factors in procurement decisions, alongside price, quality, data protection and security
- TTT favours suppliers that publish environmental information and have credible improvement plans
- Packaging and delivery choices are considered when ordering physical items; consolidation of orders is preferred to frequent small deliveries
- Resellers are asked at onboarding to acknowledge TTT's environmental expectations

5.6 Waste and recycling

- Waste is reduced at source; reuse is prioritised; recycling is used for what remains
- Confidential waste is handled under the Data Retention and Disposal Policy, using routes that support secure destruction and recycling

5.7 Digital footprint

- Large files are shared by link rather than duplicated across inboxes
- Video is used when it adds value, not as a default; audio-only sessions are an option where appropriate
- Email is used purposefully; Reply-All is avoided where it does not serve communication
- AI tools are used responsibly, balancing utility against their energy cost, consistent with the Artificial Intelligence Policy

6. Environmental Risks and Mitigation

TTT's most material environmental risks, in proportion to its size, are listed below with mitigations.

Risk	Mitigation
Unnecessary travel for face-to-face activity that could be online	Online-first policy; exceptions justified and minimised
Paper and print use	Digital defaults; restricted printing; recycled paper where used
Short lifespan of IT devices	Devices retained while fit for purpose; secure wipe and recycling at end of life
Energy use from cloud services	Prefer providers with strong renewable energy commitments; monitor published disclosures
Supplier footprint indirectly attributable to TTT	Environmental questions asked at onboarding and renewal; preferences applied at selection

7. Annual Review

TTT sets a proportionate usage at each policy review, proportionate to its size. Typical areas include:

- Reducing paper use year-on-year
- Maintaining travel below a stated baseline
- Retaining devices in service for a set minimum period
- Preferring suppliers with published net-zero or renewable energy commitments for a stated share of annual spend

Proportionate usage evolves as TTT's operating model and capacity evolve.

8. Learner-Facing Commitments

- TTT's courses are delivered online by default; learners do not need to travel to access TTT services
- Course materials are digital; learners do not need to buy textbooks or print handouts unless they personally prefer to
- Certificates are digital by default; physical certificates are an optional paid extra, transparent in the Course Terms and Conditions
- Accessibility and environmental choices are balanced; where a learner requires a physical, printed or delivered alternative as a reasonable adjustment, that adjustment takes priority

9. Communications and Training

- This policy is communicated to staff and associates at induction and reviewed at the annual meeting
- Environmental awareness forms part of TTT's broader CPD under the CPD Policy, at the appropriate level for each role
- Suppliers and resellers are reminded of TTT's expectations at onboarding and at renewal

10. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by significant changes in UK environmental law, a material change to TTT's operating model or credible external guidance that would require action. All outcomes are recorded in the Version History at Section 12.

11. Related Documents

This policy should be read alongside:

- Health and Safety Policy
- Data Retention and Disposal Policy
- Information Security and Cyber Security Policy
- Business Continuity and Disaster Recovery Policy
- Artificial Intelligence Policy
- Staff Code of Conduct
- Continuing Professional Development (CPD) Policy
- Reseller Policy and Agreement
- Accessibility and Reasonable Adjustments Policy
- Course Terms and Conditions

12. Version History

Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	A new standalone policy aligned with UK environmental law (Environmental Protection Act 1990, Environment Act 2021, Climate Change Act 2008) and the CMA Green Claims Code. Covers digital-first delivery, energy, paper, travel, procurement, waste, digital footprint and learner commitments.

13. Approval

This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta

Name

P Mehta

Signature

22/04/2026

Date