



LTEN
LONDON TRAINING AND
EMPLOYMENT NETWORK
Helping organisations grow.



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SUSTAINABLE DEVELOPMENT POLICY

London Training and Employment Network (LTEN)

Last updated	January 2021
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INTRODUCTION

This policy applies to all aspects of London Training and Employment Network's work. It will be part of the induction of all new members of staff, volunteers, project partners and other casual workers operating from LTEN's offices.

OPPORTUNITIES AND DEVELOPMENT FOR ALL

LTEN's raison d'être is to tackle social exclusion in all its forms. LTEN strives to:

- widen participation in employability skills training and support for all, especially disadvantaged groups
- build the capacity of the voluntary sector, with emphasis on smaller organisations
- work with training providers to raise standards and meet the needs of the community.

To achieve these objectives, LTEN will:

- undertake continuous research to keep abreast of social changes and respond to them
- form partnerships with other organisations
- participate in forums, seminars, and conferences.

All our members are encouraged to take part in activities organised by LTEN, such as conferences, workshops, and training to promote their capacity building, networking and the exchange of ideas and information.

ENVIRONMENTAL PROTECTION AND ENHANCEMENT

The aim of this policy is to create an environmentally friendly office where resources are used with minimal waste. In order to achieve this, the following principles will be applied:

ICT /Electronic equipment

- When possible purchasing of IT/electronic equipment is based on environmental performance
- The main purpose of electronic mail is to be used for communications and distribution of documents, thus saving on usage of paper and postage.
- LTEN will ensure that staff are aware of how to minimise power consumption and that PCs are set to the most energy efficient modes



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Printing

- Staff should ensure that only essential documents are printed/photocopied. Whenever possible, scrap paper must be used for printing and photocopying and for notes, taking messages etc.
- Ensure photocopier and printers are automatically set to double sided and black and white printing default
- Encourage staff to use only colour printing when absolutely necessary.
- Ensure that any external printing is commissioned on recycled paper and labelled as such
- Ensure all photocopiers; printers and computers etc., are turned off at night and at weekends
- Toner/printer cartridges will be sent back to manufacturers for recycling.

Recycling

- When disposing of equipment, all efforts will be made to recycle it if possible and or to dispose of it in an environmentally friendly way.
- There are recycle bins in the office for wastepaper and other materials (glass, tins etc.)
- Non-confidential papers, letters, documents etc., will be kept as scrap paper and used as detailed above
- Padded envelopes/reusable envelopes and packaging received must be stored and re-used whenever possible
- When ordering stationery, order recycled paper and other products if available (subject to financial restrictions), and place bulk orders to try and cut the number of deliveries
- LTEN's policy is to share good practice with its members and associates and to achieve this, LTEN will encourage them to follow the principles set out in this document and to develop their own environmental policies.

Heating/Lighting

- Heating in the office will not automatically be switched on, but only used when staff feel the need for it
- LTEN will adopt the recommended official CIBSE temperature settings for sedentary office environments of 19°C for heating in winter
- LTEN will adopt the recommended temperature for hot water of 60°C.
- Ensure wherever practical that radiators are kept free of furniture or other goods.
- Ensure staff are trained to use temperature and timing controls efficiently.
- Ensure that all lights are turned off at the end of the day and lights in the toilets are only turned on when in use



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- Continuously monitor and aim to reduce energy usage annually.

Through the above policy, the LTEN Board Members also affirm their commitment to LTEN's Environmental Policy to minimise possible harmful effects of the business on the environment, and to continually improve the company's environmental performance.

MEETING FUTURE SKILLS DEMANDS

It is London Training and Employment Network's policy to instigate projects addressing generic and specific skills shortages identified in the labour market, and equip beneficiaries, especially those from disadvantaged social groups, with the necessary skills, qualifications, and experience. For example, LTEN will aim to match untapped skills (such as those of highly qualified refugees) with needs of specific sectors (such as the NHS).

Beneficiaries' participation in the projects will be facilitated by the provision, when possible, of childcare and travel costs thus helping to eliminate some of the barriers that prevent people becoming involved.

All organisations taking part in the delivery of LTEN's programmes have to comply with Health and Safety regulations and are encouraged to address environmental issues.

Signed:

Name: REBECCA BROWN

Position: DIRECTOR/CHAIR BOARD OF TRUSTEES