DOCUMENT TITLE & VERSION	ENVIRONMENTAL POLICY VERSION 2
ORIGINATOR	PATRICIA MALLALIEU
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RESPONSIBLE DIRECTOR	PATRICIA MALLALIEU
POLICY DUE FOR RENEWAL	NOVEMBER 2026

Environmental Policy Be Inspired Training Ltd recognises that it has a responsibility to the environment beyond legal and regulatory requirements. Be Inspired Training Ltd is committed to reducing our environment impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. Be Inspired Training Ltd will encourage customers, suppliers and other stakeholders to do the same.

Patricia Mallalieu (Director) is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure the aims and objectives of the policy are met.

Policy Aims

Be Inspired Training Ltd endeavour to:

- Comply and exceed all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness and training

Paper

- We will minimise the use of paper in the office
- We will reduce packaging as much as possible
- We will seek to buy recycled and recyclable paper products
- We will reuse and recycle all paper where possible

Energy and Water

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment will be switched off when not in use
- Heating will be adjusted with energy consumption in mind

- The energy consumption and efficiency of new products will be taken into account when purchasing

Office Supplies

- We will evaluate if the need can be met in another way
- We will evaluate if renting/sharing is an option before purchasing equipment
- We will evaluate the environmental impact of any new products we intend to purchase
- We will favour more environmentally friendly and efficient products wherever possible
- We will reuse and recycle everything we are able to

Transportation

- We will reduce the need to travel, restricted to necessity trips only
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing
- We will make additional efforts to accommodate the needs of those using public transport or bicycles
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency

Maintenance and Cleaning

- Cleaning materials used will be as environmentally friendly as possible
- Materials used in office refurbishment will be as environmentally friendly as possible
- We will only use licensed and appropriate organisations to dispose of waste

Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements We will
- continually improve and monitor environmental performance We will continually
- improve and reduce environmental impacts We will incorporate environmental
- factors into business decisions We will increase employee awareness through
- training We will review this policy and any related business issues at our
- monthly managements

Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance

- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary
- We will provide staff with relevant environmental training
- We will work with suppliers, contractors and subcontractors to improve their environmental performance
- We will use local labour and materials where available to reduce CO2 and help the community