

ENVIRONMENTAL SUSTAINABILITY

The Academy encourages its staff and students to engage in sustainable environmental practices and, wherever possible, to reduce negative impact on the environment.

Key Points:

- The Academy's Environmental Sustainability policy is based on the 'Reduce, Re-Use, Recycle' model. A full copy of the policy is below.

POLICY AND PROCEDURE: ENVIRONMENTAL SUSTAINABILITY

Endorsed by	Director
Date created	6 April 2009
Revision date(s) and scope	20 January 2010 – updated April 2014 – revised for consistency January 2016 – minor update to reflect updated organisation chart
Review date(s)	April 2012 April 2015
Next review date	April 2018

Scope

This policy applies to all activities undertaken at the Academy.

Policy Statement

The Academy environmental sustainability policy aims to reduce the negative impact of Academy activities upon the environment.

Procedure

Overview

The Academy uses the 'Reduce, Re-Use, Recycle' model:

1. Reduce the use of scarce resources
2. Re-use resources and materials where possible
3. Recycle all recyclable materials

The Director shall be responsible for initiating and overseeing the environmental sustainability policy. The Quality Management Committee will assist in implementing, monitoring and reviewing the policy, as requested.

Paper

1. Reduce

- Determine if it is really necessary to print the document/work
- Consider emailing rather than sending letters
- Store emails electronically, where possible, rather than printing copies
- Use double sided for printing and copying wherever possible
- Print the minimum number of copies required

2. Re-use

- Use scrap paper for notes and draft documents
- Encourage teachers and students to use scrap paper for drafts
- Paper for re-use is stored in the office (note: paper containing confidential information should always be shredded)

3. Recycle

- All confidential documents should be shredded or placed in the secure recycling bin
- All paper and cardboard should be placed in the recycling bin

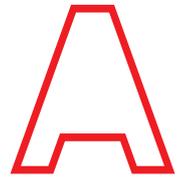
Energy

Reduce electricity use:

- Wear appropriate clothing and encourage students to do the same
- Turn off heating / air conditioning when the room is not in use
- Turn off lighting when the room is not in use

Reduce private motor vehicle use:

The Academy encourages the use of public transport and bicycles for travel to and from the Academy by



- Providing bike racks
- Supporting Ride to Work Day
- Supplying public transport directions to all applicants
- Encouraging car pooling

Garbage

Reduce garbage:

- Bring your own water bottle
- Use the recycling bins to separate recyclable and non-recyclable materials

The Academy's operations are evaluated by key staff for compliance against each of the standards. Instances of noncompliance are highlighted for rectification as a priority.

The Director discusses instances of noncompliance with the appropriate staff and a timeline is prepared and tasks assigned in order to achieve compliance.