

Sustainable Development Policy and Implementation Plan

Careers Clusters – Croydon & Hillingdon

Maintenance Policy Owner	Careers SLT
Review (Policy)	Annual
Review Implementation Plan	Quarterly
Policy reviewed	July 2022 contract end June 2023
Implementation Plan next review	Quarterly

The Careers Clusters vision for Sustainable Development

Education Development Trust's environmental management policy aims to create a companywide culture where consideration for our environment is incorporated into our corporate decision making and the principle of efficiency is aligned with our commitment to deliver customer, stakeholder and beneficiary value. We aim to ensure that our Careers Clusters projects are socially, financially and environmentally sustainable, and both promotes and demonstrates sustainable approaches through all our project activities - across both the project itself and our wider organisation.

In line with our Corporate Sustainability Policy this Careers Clusters policy focuses on:

- Developments which are inclusive, innovative and sustainable
- The empowerment and development of all our staff
- Individual and corporate responsibility and accountability
- Diversity and the application of our global experience to all that we do
- Commercial disciplines and efficiency

Development and Governance of Strategy

Targets

- Being informed by best practice from across Education Development Trust and beyond, and ensuring that all Careers Clusters targets and action plans as a minimum reflect company-wide thresholds
- Ensuring that all project good practice is effectively shared cross-company through established EDT communication channels.

Working in Partnership

- Working with agencies, suppliers and employers who adhere to the values of our Sustainability strategy.
- Seeking opportunities to support local communities across London, for example through charity work, volunteering, work experience, jobs retention and creation.
- Refining our policy and plan, and sharing our knowledge, through a process of consultation.

Measure, Review and Reinforce

- Regularly monitoring, reviewing and evaluating advice, guidance and recommendations ensuring that plans are included in staff induction, training and review.
- Benchmarking against good practice standards and targets and securing positive endorsement through external recognition, kitemarks and awards.

Development Areas

Promoting Good Governance

- Establishing within the Careers directorate a Sustainability Champion to ensure application and improvement across the project, and ensure best practice is shared across the wider Employability & Careers Directorate and Education Development Trust.
- Consulting with key partners and stakeholders (e.g. Croydon/Hillingdon Local Authority).
- Benchmarking baseline plans and targets.
- Providing training to all employed staff and contractors.
- Promoting sustainability ethics and values in communication and company ethos.
- Promoting diversity and opportunity.
- Reviewing and evaluating progress and impact regularly against best practice standards including those set by our clients.
- Celebrating success with our staff and stakeholders.

Sustainable Communities

- Developing local experience and skills amongst young people contributing to local skills, talent and business growth
- Working in co-operation with local organisations particularly employers for wider benefit.
- Using local supply chains and businesses including social enterprise where possible.
- Encouraging volunteering, work experience and internships and charity involvement.
- Identifying local initiatives to support, in consultation with local councils and stakeholders.
- Selecting office locations which match Carbon Trust good practice standards for design and construction.

Climate Change and Energy

- Minimising business and training travel as part of green travel plan.
- Reviewing and improving usage of products and equipment that contribute to climate change and energy wastage.
- Implement low energy approaches to reduce electricity and gas usage through practical measures. Encouraging use of public transport and car sharing for business travel e.g. by strict criteria for onsite car parking spaces.
- Facilitating home working where appropriate.
- Promoting and enabling cycling to work.

Sustainable Consumption and Production

- Favouring the purchasing of fair trade, eco-friendly furniture, cleaning and office products, IT equipment. This applies to products supporting both office and home working staff.
- Encouraging recycling and waste management for paper, card, plastics and toners/cartridges.
- Reviewing operational and communication processes, both for office based and home working employees, to reduce wastage and increase efficiency.
- Selecting 'green' badged products and resources.

Natural Resource Protection and Environmental Enhancement

- Increasing the range of 'green' venues used for conferences and training events.
- Reducing expenditure on corporate hospitality and encouraging a 'brown bag' approach.
- Using IT and media solutions to reduce meeting and training travel (e.g. video and teleconferencing, e-learning).
- Getting involved in local, national and international environmental and resource protection awareness raising events.
- Incorporating sustainable approaches into home working arrangements.

Roles and Responsibilities

The responsibility for the overall development and application of the Careers Clusters Sustainable Development Policy is the Careers Cluster Project Manager. Annual review of the Policy will be undertaken by the Project Managers and the IAG Commercial Manager. Coordinated monitoring will be the responsibility of the Sustainability working group, with the support of Education Development Trust's Corporate Support function. The group will undertake quarterly audits of the Sustainable Development Implementation Plan as part of their quality assurance remit. Oversight is the responsibility of the Deputy Director Young People a member of the Employability & Careers Directorate Senior Leadership Team.

The Employability & Careers Senior Leadership Team have a remit to ensure that the review of this Policy and its associated Implementation Plan informs the review of Education Development Trust's Corporate Sustainability Policy by Education Development Trust's Executive Management Team.

Implementation Plan

A copy of our Sustainability Implementation Plan is updated quarterly and is available on request.