

Codez Academy recognises that as the provider of an all age careers, education, advice and guidance service (including placement into employment, training and education for young people) and the facilitation of business links in Wales it has an impact on the environment. The company recognises its corporate environmental responsibilities and wants to meet these by reducing its environmental footprint, eliminating any sources of pollution and working to minimise any adverse environmental impact in the way it operates. Senior management is committed to the implementation of this policy.

SCOPE: This policy applies to all aspects of the Company's operations and it will be communicated to all staff working for the company, Board Members and Suppliers. The policy will apply to all our offices.

WE ARE COMMITTED TO:

1. Ensuring that every step is taken to eliminate all sources of pollution from our operations. In doing so we will comply fully with all relevant environmental legislation and regulations by maintaining an environmental register.

2. Reducing our carbon footprint and minimising our adverse impact on the environment in the way we operate by:

- conducting a regular review of our environmental impacts on at least an annual basis and producing an improvement plan which will be reviewed on a quarterly basis.
- monitoring our energy, water consumption and our use of consumable materials and setting targets to reduce these.
- providing training to all staff on environmental awareness.
- producing guidance on how to eliminate and/or reduce our waste and improve our recycling of waste to meet our waste hierarchy duty.
- supporting staff in understanding how to use ICT to reduce business mileage and continuing to encourage car sharing for business travel.
- setting annual targets to reduce business travel and make available information on the availability and suitability of using public transport.

3. Raising staff awareness, encouraging their participation in environmental matters and seeking jointly to develop new ideas and initiatives, including the production of an Eco Code for our offices.

4. Making our Environmental Policy publicly available. **REVIEW:** This policy will be reviewed on an annual basis or sooner if there are any significant changes to the Company's business activities or operations.

Signed:

Date: