

ENVIRONMENTAL POLICY



Sentinel Academy

Version: 1

Issued: 9th November 2011

Part 1 – General Statement of Policy

Sentinel Academy cares about the environment in all its forms and recognises the social and economic importance of protecting the environment. Consideration of the environmental effects of our operations must be an integral part of company business.

We have made a commitment to ensure that this consideration encompasses all activities and are proud to lead by example in promoting a positive and sensitive attitude towards the environment.

Sentinel Academy is committed to minimising the impact of its operations on the environment by means of a programme of continuous improvement. In particular, Sentinel Academy aims to:

- achieve good environmental standards in all activities including the reduction, reuse, recycling and disposal of waste.
- make economic use of energy, water and transport usage to minimise waste in all aspects of the business function.
- regularly assess the environment impact resulting from business operations and to remain fully informed of recognised best practises.
- communicate this Environmental Policy and Action Plan updates to all interested parties including customers, suppliers and employees, encouraging their active involvement in environmental issues.

Our approach to managing our environment issues reflects that which is set-out under the ISO 14001:2004 accreditation.

Part 1 – Roles and Responsibilities

1.1 Management Responsibilities

The Director has the overall responsibility for the Environmental Policy.

The Environmental Policy will be communicated to all staff and a copy will be displayed on the staff notice board.

Overall Responsibility: Zahid Chaudhry

Job Title: Director

1.1.1 The Director will:

- ✓ Oversee company-wide compliance with the environmental policy requirements at each Sentinel Academy site
- ✓ Liaise with appropriate departments to co-ordinate, prepare and run any training sessions, meetings and briefing sessions related to this policy and it's dissemination or content
- ✓ Identify and implement any appropriate solutions to environmental issues raised by staff members
- ✓ Make strategic decision relating to the environmental impact of company operations and any related Action Plan or Procedure
- ✓ Promote and monitor company-wide compliance with the environmental policy requirements at each Sentinel Academy site
- ✓ Respond to staff members who raise environmental issues in a timely method, then identify and implement any appropriate solutions
- ✓ Respond to staff members who raise innovative ideas or initiative relating to the improvement of the Environmental Policy or the environmental impact of daily activities.

1.3 Operational Staff

Each staff member is expected to take responsibility for:

- ✓ Adhering to this policy at all times
- ✓ Reducing their environmental impact in their own work area or station as appropriate
- ✓ Complying with the environmental requirements at each SGS site and customer site

- ✓ Attending all training sessions, meetings and briefing sessions related to this policy and it's dissemination or content
- ✓ Pro-actively making the Director aware of any issues relating to this policy or the daily activities that have an environmental impact
- ✓ Pro-actively approaching the Director with any initiatives or innovative ideas on how we can make improvements to the policy or daily activities in relation to our environmental impact

Part 2 – Implementation

2.1 Procurement

Stationery and supplies

Sentinel Academy is committed to:

- Seek to reduce consumption of materials in all operations, reuse rather than dispose whenever possible, and promote recycling and the use of recycled materials.
- Work with our suppliers to minimise the impact of their operations on the environment through a quality purchasing procedure.

In view of these aims, the company's preferred supplier for stationary and office supplies holds the ISO 14001 accreditation.

2.2 Strategy

Sentinel Academy is committed to:

- Integrate environmental factors into business decisions.
- Respond to the concerns of the local community and other interested parties.

2.3 Operations

Sentinel Academy is committed to:

- Meet and, where reasonably practicable, exceed the requirements of all relevant legislation.
- Market products that make efficient use of resources and which can be reused or recycled so far, as is reasonably practicable.
- Include environmental issues in training programmes and encourage sound environmental practices by all staff.

The Director will ensure that the operational changes are supported by a strategic and long-term commitment to the changes in order for them to be sustainable.

2.4 Innovation and Continuous Improvement

Sentinel Academy is committed to:

- Design energy efficiency into new services, buildings and products and manage energy wisely in all operations.
- Implement energy and water conservation schemes.

In view of these aims, the company conducts regular campaigns to remind staff to reduce energy use and take energy-saving measures, signage and reminders to do so are located in each office at each Sentinel Academy site.

The Director will also receive and co-ordinate suggested improvements throughout the year and work to ensure that suggestions are received, considered and implemented appropriately and sustainably.

Part 3 – Communication and Review

3.1 Review

The Environmental Policy will be reviewed annually, as a minimum, and re-issued.

The Environmental Policy will be reviewed following:

- The passing of new legislation relating to Environmental issues
- The implementation of new initiatives to reduce our environmental impact
- The publication of new information that relates to this policy and/or has a significant impact on the procedures set out in this policy.

The Environmental Policy will then be re-issued to staff in line with our Communication Procedures.

3.2 Communication Procedures

The content of the Policy will be discussed or presented to staff members at training sessions, meetings or briefing sessions, as appropriate.

Copies of the Policy will be made available to staff via our shared network, during induction, at our offices and will all receive updated version following each annual review and re-issue.

Copies may be made available to customers upon request.

Our Environmental Policy Statement is available on our website.

Signed:



Name: Zahid Chaudhry

Position: Director