

Environmental Sustainability Policy

Organisation: GLAS Business Solutions

Policy Owner: Director

Applies to: All staff, associates and contractors

Version: 1.1

1. Policy Statement

GLAS Business Solutions recognises that its activities have the potential to impact the environment at local, national and global levels.

The organisation acknowledges its responsibility to act in an environmentally responsible manner and to contribute, where proportionate, to sustainable development.

GLAS Business Solutions is committed to **continuous improvement** in how it understands and manages its environmental impact, in a way that is appropriate to the size, nature and scale of its operations.

2. Scope and Context

GLAS Business Solutions operates primarily as a **training and professional services provider**, delivering activity through:

- Workplace-based delivery
- Remote and digital platforms
- Office-based administrative functions

Environmental impacts are therefore largely associated with **travel, energy use, resource consumption, and waste management**, rather than manufacturing or high-impact operational activity.

3. Commitments

GLAS Business Solutions commits to the following, where reasonable and practicable:

- Communicating this policy to staff and relevant stakeholders and promoting individual responsibility for environmental good practice
- Complying with applicable UK environmental legislation and relevant regulatory requirements
- Seeking to reduce its **carbon footprint**, including through:
 - Minimising unnecessary travel
 - Encouraging remote delivery and meetings where appropriate
 - Promoting the use of public transport and shared travel
- Managing and reducing **energy and water consumption** within office environments
- Reducing waste through **reuse and recycling** wherever possible

- Considering environmental sustainability when procuring goods and services, where proportionate
- Avoiding or limiting the use of environmentally damaging materials and processes where practical

4. Travel and Remote Working

GLAS Business Solutions recognises that travel is a key contributor to environmental impact. The organisation therefore seeks to:

- Reduce avoidable travel using remote working and online delivery
- Encourage efficient travel planning for necessary business journeys
- Support flexible working arrangements where operationally appropriate

5. Environmental Management Approach

GLAS Business Solutions does not operate a formal Environmental Management System such as ISO 14001; however, **environmental considerations are embedded proportionately** within operational planning, procurement decisions and policy development.

Environmental performance and opportunities for improvement are considered as part of wider management and quality review processes.

6. Monitoring and Review

Progress against this policy is reviewed **annually** by the management team.

The policy is reviewed:

- Annually
- Or sooner if there are significant changes to operations or regulatory requirements

Formal approval, version control and review dates are managed through the organisation's policy register.

7. Responsibilities

Director

- Overall accountability for environmental sustainability
- Approval of this policy and any significant changes

Staff, Associates and Contractors

- Act in accordance with this policy
- Adopt environmentally responsible practices in day-to-day activities

10. Monitoring and Review

This policy is reviewed:

- **Annually**, or
- Earlier if technology, guidance or organisational activity changes



Formal approval, version control and review dates are managed through the organisation's policy register.

