

Global Environment Policy

Policy Statement

Steps recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and values, with regular review points. We will encourage Steps clients, associates, learning partners, suppliers and other stakeholders to do the same.

Scope

The Global Board endorses these policy statements and is fully committed to their implementation. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Policy Action Plan

As a business we will continue to analyse our impact on the environment and strive to identify and address those areas where we can make a difference. Tangible actions of how Steps plans to adhere to the policy statement can be found in the 'Environment Policy Action Plan' which addresses the areas listed below. Steps' performance on these areas will be reviewed annually by the Board and the results shared with all staff.

Efficiency

Seeking and maintaining the most efficient methods and processes to ensure that Steps operations and output are environmentally considerate, in particular:

- Ensuring that our office is environmentally sound and energy efficient; opting for eco-friendly, local energy suppliers and resources (within practical reason).
- Utilising technology for meetings (client, project, internal) to reduce travel for employees, associates and learning partners.
- Adopting environmentally responsible procurement processes.

Waste

Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, water and other resources by:

- Seeking to keep wastage to a minimum and maximising the efficient use of materials and resources.
- Managing and disposing of all waste in a responsible manner (recycling, rehoming and re-using where possible).
- Utilising technology wherever practical within the design and delivery of Steps programmes to reduce impact on the environment whilst meeting client needs.
- Actively train and utilise local resources to reduce carbon footprint on all national and global programmes.

- Promoting the use of environmentally friendly travel options for employees and associates. For example, the use of public transport and car shares for travel during deliveries and meetings.

Brand

Promoting the value and importance of Steps environmental commitments both internally and externally through:

- Referencing Steps policy statement and environmental considerations in our online presence and communications where appropriate, so that it is visible to clients and other stakeholders.
- Promoting environmentally friendly work ethos within the office, so that it becomes business as usual; regularly communicating our environmental performance to our employees and other significant stakeholders.

Review and monitoring

The Global Operations Director will be responsible for:

- Communicating this policy to all staff
- Organising the production of the Environment Policy Action Plan
- Organising an annual review of Steps performance
- Updating this policy annually