



LANGUAGES TRAINING & DEVELOPMENT
EDUCATION · LANGUAGE SCHOOL · SCHOOL

Genius Solutions Ltd

Environmental Sustainability and Carbon Footprint Action Plan

This document outlines the environmental sustainability action plan for **Genius Solutions Limited trading as Languages Training & Development**. The purpose of the action plan is to outline the strategic and operational actions required to ensure fulfilment of commitments made in the **Sustainable Development Policy**.

Progress on this action plan will be monitored by the compliance manager and will be reviewed annually. Results from these reviews will be reported to the Senior Management team.

The following action plan sets out how we will achieve continual improvement, ensure understanding of our impacts and fulfil commitments made in our Sustainable Development Policy.



Area	Action/ Update	Responsibility	Timescale
Energy/Carbon Emission Reduce the usage by 10% by the end of 2023 against a 2018/19 baseline. Scope 2 and 3	Purchasing only eco-friendly energy efficient computers, copiers, printers, lighting, heating and cooling equipment.	Compliance Manager	When purchase is required.
Scope 2	Undertake Energy Efficiency Survey	Compliance Manager	yearly
Scope 2	Monitor our gas and electricity consumption through the utility bills.	Compliance Manager	yearly
Scope 2	Minimise energy consumption through a turn it off policy . Regular reminder sent to staff and participants.	All staff members/participants/visitors	Ongoing



Area	Action/Update	Responsibility	Timescale
<p>Waste and resources – To achieve 50% recycling rate in academic year 2023/24</p> <p>Scope 3</p>	<p>Develop awareness campaign Reduce/Reuse/Recycle. Placing poster at the premises and circulating electronic posters among staff members and participants.</p> <p>Poster was placed above the photocopier: <i>Print on Both Sides. Any paper that has been used once and can be used again should be placed at the upcycle station or near the printer.</i></p> <p>A reuse station was introduced in Q4 2021. This is where employees can place their unwanted office items, that are still in a good condition, and can be freely taken away by other members of staff.</p>	<p>Compliance Manager</p>	<p>Quarterly</p> <p>On target.</p>
<p>Scope 3</p>	<p>Dispose of any waste using a registered waste collector.</p> <p>We use Oxfordshire County Council for general and recycling waste collection.</p>	<p>Compliance Manager</p>	<p>All time</p>
<p>Scope 3</p>	<p>Undertake waste audit to check the right waste stream is going into the correct bin. This is done by the cleaner in each quarter. So far no issues have been reported.</p>	<p>Compliance Manager</p>	<p>Quarterly</p> <p>No issue has been reported.</p>



Scope 1	Using reusable coffee mugs, glasses and plates All our staff members use reusable food containers. The office kitchen is well equipped with reusable mugs, plates and cutlery.	Staff members and participants	All Time
Scope 1	Re-use folders, plastic bags and other stationary, which are in good condition.	Staff members and participants	All Time
Scope 1	Reduce use of paper through provision of electronic alternatives. Also encourage double sided printing. Since Q1 and Q2 2022 we have significantly reduced our paper usage, by signing up to an e-signing platform, called Yoti sign.	Staff members and participants	All Time
Scope 1	Reduce ink and toner consumption. Print in Black and White wherever possible. Using Yoti sign has also reduced our ink usage.	Staff members and participants	All Time
Scope 3	Waste Electrical and Electronic Equipment (WEEE) should be: <ul style="list-style-type: none">▪ Stored securely and separately from other waste;▪ Passed to Genius Solutions Limited's approved contractor only Arranging a collection of e-waste: the compliance manager arranges a collection service for all electrical/electronic waste at Genius	All staff members and Compliance Manager	All Time



	<p>Solution Limited, including data-bearing items such as computers and hard drives.</p> <p>Before arranging a collection, consideration should be made placing any working items into the reuse station area.</p>		
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Area	Action/Update	Responsibility	Timescale
Travel and Transport Scope 3	Encouraging students, staff members and other visitors who are not based in Witney to travel by public transport if it's necessary.	Compliance Manager	All Time
Scope 3	Encourage students, staff members and other visitors who live locally to either walk or cycle to the school/office.	Compliance Manager	All Time
Scope 3	Evaluate Business Travel. Increase virtual meetings/observations/teaching where it is possible.	Directors/Tutors	All Time

Last Reviewed: 02/09/2024