



Environmental Sustainability Policy

Gtec Media Limited

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

Effective Date: 21 February 2026

Review Date: Annually

Version: 1.0

1. Policy Statement

Gtec Media Limited is committed to reducing the environmental impact of its operations and promoting environmentally responsible working practices across all areas of the organisation.

We recognise the importance of environmental sustainability in supporting communities, businesses, learners, public sector partners, and future generations. We aim to operate responsibly and minimise waste, energy consumption, pollution, and unnecessary environmental harm wherever reasonably practicable.

This policy supports our commitment to continual improvement and sustainable business practices across our:

- Adult Skills and Learning provision
- Online learning delivery
- IT support services
- Digital marketing services
- Website support and maintenance
- Research and consultancy activities

2. Scope

This policy applies to:

- Employees

- Directors
- Tutors and trainers
- Contractors and associates
- Remote workers
- Suppliers where relevant to service delivery

It applies to all business activities undertaken by Gtec Media Limited, including office-based, remote, online, and client-site working.

3. Objectives

Gtec Media Limited aims to:

- Reduce energy usage and unnecessary consumption
- Minimise waste generation
- Promote recycling and responsible disposal practices
- Encourage digital working to reduce paper usage
- Reduce unnecessary travel where remote alternatives are suitable
- Consider environmental impacts when purchasing equipment and services
- Promote awareness of environmental sustainability among staff and learners
- Continuously improve environmental performance where practical and proportionate

4. Environmental Commitments

4.1 Energy Efficiency

We will:

- Use energy-efficient equipment where practical
- Switch off unused electrical equipment
- Encourage responsible energy usage in offices and remote workspaces
- Utilise cloud-based and remote systems to reduce unnecessary infrastructure demands

4.2 Waste Reduction

We will:

- Minimise paper usage through digital systems and online documentation
- Recycle paper, packaging, ink cartridges, and electronic waste where facilities exist
- Dispose of IT equipment responsibly using authorised recycling or disposal providers
- Reduce single-use materials wherever possible

4.3 Sustainable Working Practices

We will:

- Deliver online meetings and training sessions where appropriate to reduce travel emissions
- Encourage remote working and digital collaboration

- Use electronic signatures, digital forms, and cloud storage to reduce printing
- Consider sustainability when selecting suppliers, hosting providers, and technology solutions

4.4 Travel and Transport

We will:

- Reduce unnecessary business travel
- Encourage efficient route planning where travel is required
- Use remote communication methods where practical and effective

4.5 Procurement

Where reasonably practicable, Gtec Media Limited will:

- Purchase durable and energy-efficient equipment
- Use reputable suppliers with responsible environmental practices
- Reduce unnecessary purchasing and equipment waste

5. Responsibilities

Management Responsibilities

Management will:

- Promote environmental awareness
- Review environmental practices periodically
- Support practical sustainability improvements
- Ensure compliance with relevant environmental legislation where applicable

Staff Responsibilities

All staff, contractors, and associates are expected to:

- Follow environmentally responsible working practices
- Reduce waste and unnecessary energy consumption
- Use company resources responsibly
- Report environmental concerns or improvement opportunities

6. Training and Awareness

Environmental awareness will be promoted through:

- Internal communications
- Good practice guidance
- Sustainable digital working methods
- Responsible IT and office usage practices

Where appropriate, sustainability principles may also be incorporated into learning activities and digital inclusion programmes.

7. Monitoring and Review

This policy will be reviewed annually or earlier where:

- There are significant operational changes
- Relevant legislation changes
- Improvements are identified

Gtec Media Limited is committed to continual improvement in environmental sustainability practices appropriate to the size and nature of the organisation.