

Environmental and Sustainability

Policy

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1. Purpose and scope

This policy applies to AMT's offices, travel, procurement, digital systems, curriculum, employer engagement, events, supply chain and delivery of apprenticeships, JGW+, PTFE, CPD and bespoke training across Wales.

2. Principles

- Comply with applicable environmental law, contractual requirements and waste-duty-of-care obligations.
- Apply the five Rs: refuse, reduce, reuse, repurpose and recycle.
- Prevent pollution and avoid unnecessary consumption, travel, printing, waste and energy use.
- Consider environmental and social value in purchasing, tendering, subcontracting and supplier selection.
- Support learners and employers in sport, leisure, fitness, education and health/wellbeing to understand relevant sustainability and net-zero skills.
- Set measurable objectives and improve performance over time.

3. Operational controls

- Use digital-first processes where they improve access and reduce environmental impact, while avoiding unnecessary duplication and storage.
- Plan travel efficiently, use remote delivery where educationally suitable and encourage lower-carbon travel where practical.
- Purchase durable, repairable and energy-efficient goods; reduce single-use items; use authorised recycling and waste contractors.
- Consider environmental impact when choosing venues, equipment, catering and marketing materials.
- Manage devices through secure reuse, repair, data wiping and responsible end-of-life disposal.
- Require relevant suppliers and subcontractors to meet applicable environmental and ethical expectations.

4. Objectives, measures and reporting

The nominated lead will maintain an annual Sustainability Action Plan with a baseline, targets, owners and evidence. Measures may include business mileage, energy use where

data is available, paper/printing, waste and recycling, procurement actions, device lifecycle, staff engagement and curriculum activity. SLT will review progress at least annually and report material risks and performance to Directors.

Responsibilities and governance

Company Directors: approve this policy, provide resources and receive assurance on significant risks, trends and compliance.

Head of Quality & Operations: coordinates review through the Quality Calendar and policy register, reports themes to SLT and ensures implementation is evidenced.

Policy ownership: SLT maintain the annual action plan and performance evidence; managers apply controls within their functions.

Managers: communicate and implement the policy, act promptly on concerns, keep appropriate records and seek advice where required.

All staff: follow the policy, complete required training, raise concerns promptly and maintain confidentiality.

Monitoring, records and review

Records will be accurate, relevant, access-controlled and retained in accordance with AMT's Data Protection Policy, privacy information and retention schedule. Confidentiality will be maintained so far as possible, but information may be shared where necessary for fairness, safeguarding, legal compliance or investigation.

This policy will normally be reviewed every two years, and earlier following a relevant legal, regulatory, contractual, organisational or system change; a serious incident; an audit or external-quality finding; or evidence that the policy is not operating effectively.

Related legislation, guidance and documents

- [Environment \(Wales\) Act 2016](#)
- [Welsh Government Net Zero Skills Action Plan](#)
- [Social Partnership and Public Procurement \(Wales\) Act 2023](#)