TEACHERSDESK LTD

Environmental and Sustainable Procurement Policy

Reducing environmental impact through responsible operations and purchasing

Document owner	Director / Sustainability Lead
Approved by	Ilkan Pasa, Director
Version	1.1
Effective date	Date of signature
Review date	Within 12 months of approval, or sooner if required
Applies to	Employees, contractors, suppliers and purchasing decisions
Status	Approved

1. Policy statement

TeachersDesk Ltd is committed to reducing the environmental impact of its operations and to making proportionate, responsible purchasing decisions. As a small education recruitment business, our most material environmental impacts arise from energy use, business travel, digital services, equipment, office supplies, waste and the suppliers we choose.

The Company will consider environmental, social and whole-life value alongside quality, service, safeguarding, legal compliance and cost.

2. Scope

This policy applies to:

- business operations, offices and remote working;
- purchasing of goods, services, software and equipment;
- selection and management of suppliers and subcontractors;
- business travel and meetings;
- paper, printing, packaging, waste and disposal;
- energy, water and digital-resource use; and
- contract and framework requirements relating to sustainability.

3. Objectives

TeachersDesk Ltd aims to:

- prevent pollution and avoid unnecessary environmental harm;
- reduce energy, paper, material and resource consumption;
- reduce avoidable business travel and associated emissions;
- minimise waste and favour reuse, repair and recycling;
- purchase responsibly and consider whole-life cost and impact;
- work with suppliers that operate lawfully and ethically;
- measure material environmental impacts where reasonably practicable;
- set proportionate improvement actions and review progress; and
- support customer and public-sector sustainability objectives.

4. Legal and contractual compliance

TeachersDesk Ltd will comply with environmental law that applies to its activities and with reasonable environmental requirements contained in customer contracts, the Value Match MSS, the HEART framework and related call-off arrangements.

Where a specific legal, customer or framework requirement is stricter than this policy, the stricter requirement will apply.

5. Environmental management approach

The Company's environmental management approach is based on:

- identifying material environmental impacts;
- setting practical controls and improvement actions;
- assigning responsibility;
- monitoring relevant information;
- reviewing incidents, complaints and supplier performance; and
- improving policies and working practices over time.

6. Energy and digital services

TeachersDesk Ltd will seek to:

- switch off equipment and lighting when not needed;
- use energy-efficient equipment where proportionate;
- apply power-saving settings to laptops and devices;
- avoid unnecessary data storage, duplicate files and excessive email attachments;
- use approved cloud services efficiently and remove obsolete accounts or data in line with retention requirements;
- consider environmental credentials when procuring significant hosting, software or technology services; and
- maintain equipment to extend useful life.

7. Travel and meetings

TeachersDesk Ltd will use remote meetings where these are practical and do not reduce service quality, safeguarding or customer engagement.

For necessary travel, the Company will encourage:

- public transport, walking or cycling where safe and practical;
- combining journeys and avoiding unnecessary repeat travel;
- selecting meeting locations that reduce overall travel;
- efficient journey planning; and
- recording material business travel where needed for carbon measurement.

8. Paper, printing and office supplies

The Company will:

- use digital documents and electronic signatures where lawful and suitable;
- print only where necessary;
- use double-sided and lower-volume printing where appropriate;
- select recycled or responsibly sourced paper where reasonably available;

- reuse stationery and packaging where safe and practical;
- avoid unnecessary single-use products; and
- purchase durable supplies in appropriate quantities.

9. Waste and circular economy

TeachersDesk Ltd will apply the waste hierarchy in order of priority: prevention, preparation for reuse, recycling, other recovery and disposal. Where we arrange waste collection or disposal, we will check that the carrier and destination are authorised for the waste and retain the required transfer or consignment records.

This includes:

- reusing or redeploying equipment where suitable;
- repairing equipment where this is safe and economically reasonable;
- using authorised recycling routes for electrical and electronic equipment;
- securely destroying confidential material before recycling;
- separating recyclable waste where facilities permit;
- avoiding over-ordering and unnecessary packaging; and
- considering refurbished equipment where quality, security and value requirements are met.

10. Water use

Although TeachersDesk Ltd is not a water-intensive business, it will avoid unnecessary water use, report leaks at any premises it controls and consider water efficiency when purchasing relevant equipment or services.

11. Sustainable procurement principles

Purchasing decisions will be proportionate to the value and risk of the requirement. TeachersDesk Ltd will consider:

- whether the purchase is necessary;
- quality, fitness for purpose and safeguarding suitability;
- whole-life cost rather than purchase price alone;
- energy and resource efficiency;
- durability, repairability, reuse and end-of-life disposal;
- packaging and delivery impact;
- supplier environmental and ethical standards;
- local or smaller suppliers where they provide suitable value and capability;
- accessibility, equality and social-value considerations; and
- legal, data-protection, modern-slavery and information-security requirements.

12. Supplier selection and due diligence

For material or higher-risk suppliers, TeachersDesk Ltd will assess environmental and labour risks before appointment. Where a supplier handles waste on our behalf, we will check its authorisation and agree how waste will be prevented, separated, collected and disposed of. The Director will record evidence, actions and review dates.

Due diligence may include:

- a supplier environmental or sustainability policy;
- environmental certifications or management arrangements, where relevant;
- carbon or energy information;
- waste and recycling arrangements;
- sustainable sourcing information;
- evidence of legal compliance or corrective action; and
- contractual commitments and reporting requirements.

13. Evaluation and award

Environmental and sustainability considerations may be included in specifications, quotations, supplier reviews or contract award decisions where they are relevant and proportionate.

TeachersDesk Ltd will not claim that the lowest-price option is automatically the best value. The Company may consider total cost, risk, performance, environmental impact and social value together.

14. Contract management

Where appropriate, supplier contracts may include requirements to:

- comply with applicable environmental law;
- provide requested sustainability information;
- reduce waste, energy use or unnecessary packaging;
- notify TeachersDesk Ltd of material environmental incidents;
- cooperate with audits or improvement actions; and
- flow relevant obligations down to subcontractors.

15. Carbon reduction

TeachersDesk Ltd will record material sources of emissions and agree proportionate reduction actions, owners and review dates. Where a procurement or contract requires a formal Carbon Reduction Plan, the Director will assess the applicable requirements and arrange its preparation and publication.

Where complete data is not available, the Company will state the limitation honestly and improve measurement over time rather than inventing estimates.

16. Environmental incidents and concerns

Any material environmental incident, unlawful disposal, pollution event, supplier concern or misleading sustainability claim must be reported promptly to the Director / Sustainability Lead.

The Company will investigate proportionately, preserve relevant records, take corrective action and notify a customer, regulator, insurer or framework manager where required.

17. Green claims and communications

TeachersDesk Ltd will make environmental claims only where they are accurate, specific and capable of support. The Company will not describe itself, a product or a supplier as carbon neutral, net zero, sustainable or environmentally friendly without adequate evidence and context.

18. Responsibilities

Role	Responsibilities
Director / Sustainability Lead	Owns the policy, approves material objectives, reviews performance and responds to significant concerns.
Employees and contractors	Follow this policy, avoid waste, use resources responsibly and raise environmental concerns.
Persons making purchases	Consider necessity, whole-life value, environmental impact, ethical standards and required due diligence.
Suppliers and subcontractors	Comply with applicable law and agreed environmental and sustainability requirements.

19. Monitoring and targets

TeachersDesk Ltd will use proportionate measures rather than creating unsupported claims. Measures may include:

- business travel recorded;
- energy or office-service information available from premises providers;
- paper and printing use;
- equipment reused, repaired or recycled;
- supplier sustainability evidence obtained;
- environmental incidents or complaints; and
- completion of annual improvement actions.

20. Training and awareness

Relevant personnel will be informed of this policy and of their responsibilities when purchasing goods or services. Additional instruction will be provided where a role involves supplier selection, carbon reporting or contract sustainability requirements.

21. Review and continuous improvement

The Director / Sustainability Lead will review this policy and the annual action plan at least annually. For Framework delivery, the review will consider customer sustainability priorities, evidence of waste handling and supplier performance. The Director will record actions, owners and review dates and share relevant progress with the customer where agreed.

22. Breaches

A serious or deliberate breach of this policy, including unlawful disposal, falsification of environmental information or concealment of a material incident, may result in disciplinary action, termination of engagement or supplier arrangements, and notification to an appropriate authority.

Appendix A - Sustainable procurement checklist

Question	Yes/No	Evidence / notes	Action
Is the purchase necessary?			
Can an existing item or service be reused?			
Have whole-life costs been considered?			
Is the option energy or resource efficient?			
Is it durable, repairable or recyclable?			
Can packaging or delivery impact be reduced?			
Has supplier environmental evidence been reviewed?			
Have ethical labour and modern-slavery risks been considered?			
Are data protection and information security requirements met?			
Are contractual sustainability obligations needed?			
Has the decision and rationale been recorded?			

Appendix B - Annual environmental action plan

Action	Baseline	Target	Owner	Due date	Progress

Appendix C - Approval

Approved by	Ilkan Pasa, Director
Signature	
Date	
Next review	Within 12 months of approval