



Environmental Sustainability Policy

At Oxford Tutors and Cambridge Tutors, we aim to be carbon neutral. We are committed to promoting sustainability, and we will achieve this by offsetting our carbon footprint. Concern for the environment and continually improving our environmental performance is an integral part of our business strategy and operating methods. We aim to follow and to promote good sustainability practice and reduce the environmental impacts of all our activities.

Our Environmental Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all relevant environmental legislation, regulations and codes of practice.
- To ensure that all staff are fully aware of our Environmental Sustainability Policy and are committed to applying and improving it.
- To minimise the impact on the environment of all office and transportation activities.
- To make tutors, clients and students aware of our Environmental Sustainability Policy and encourage them to adopt sustainable practices.
- To integrate sustainability considerations into all business decisions.
- To reduce the carbon footprint of the company and its activities as a whole.
- To strive to improve the company's sustainability performance and review it annually.

We demonstrate our commitment to the above principles by implementing the following aims:

- Reduce the need for staff to travel by supporting alternative working arrangements, including working from home.
- Minimise our use of paper and other office consumables, for example by double-siding all paper used when possible and identifying other opportunities to reduce waste.
- Avoid physically travelling to meetings where alternatives are available and practical, such as by using video conferencing and efficient timing of meetings to avoid multiple trips.
- Encourage, prevent and reduce office waste and reuse resources prior to recycling or disposal, including paper, computer supplies and redundant equipment.
- Purchase electricity from a supplier committed to renewable energy.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and sustainable products.

Together we will all take responsibility for placing ethical, socially responsible value and sustainability at the heart of our business.