

Environmental & Ethical Practice Policy

05 January 2026

1. Environmental Commitment

We are committed to minimising our ecological footprint and promoting a sustainable learning and working environment.

- **Energy Conservation:** All staff and students must ensure that computers, monitors, and lights are switched off at the end of every session.
- **Resource Efficiency:** Printing should only occur when absolutely necessary. Use double-sided printing by default.
- **Waste Management:** Unwanted paper and recyclables must be disposed of at designated recycling points using provided green collection bins. Food waste must be placed in specific kitchen bins, never in general wastepaper baskets.
- **Water Usage:** Users are encouraged to conserve water, specifically by only filling kettles with the amount required.
- **Community Respect:** We respect our local environment by maintaining cleanliness and being mindful of our impact on the surrounding community when traveling to and from our premises.

2. Ethical Practice & Integrity

Our operations are guided by the highest standards of honesty, fairness, and professional conduct.

- **Anti-Bribery:** We maintain a zero-tolerance policy toward bribery. Employees and associates must not offer, promise, give, or accept any bribes to gain commercial or regulatory advantages.
- **Gifts and Hospitality:** Only small tokens of appreciation (e.g., flowers or modest seasonal gifts) may be accepted. Any significant gifts or hospitality must be reported to senior management to avoid perceived conflicts of interest.
- **Professional Boundaries:** Staff must maintain appropriate physical and emotional distance from students. Personal or intimate relationships between staff and students are prohibited where direct supervision exists or where there is a risk of an abuse of power.
- **Equal Opportunities:** We actively challenge discrimination based on ethnicity, disability, sexual orientation, age, or belief. We are committed to providing a safe, welcoming environment free from harassment.

3. Workplace Safety & Wellbeing

A safe environment is the collective responsibility of all members.

- **Health & Safety:** Every individual must take reasonable care of themselves and others. Hazards, defective equipment, or near-misses must be reported immediately to the Health and Safety Manager.
- **Safe Systems:** We utilise ergonomic workplace designs and provide mechanical aids (like trolleys) to eliminate hazardous manual handling wherever possible.
- **Digital Ethics:** Computer equipment and internet access must be used responsibly. Staff should use official email accounts for professional communications to maintain clear boundaries and data protection compliance.



See also:

[Code of Conduct](#)

[Children and Young People Safeguarding Policy](#)

[Adults Safeguarding and Protection Policy](#)

[Anti-Fraud Policy](#)

[Whistleblowing Policy \(Referenced in Anti-Fraud\)](#)

[Data Protection Policy Overview](#)

[Passport Retention Policy](#)

[Publicity and Media](#)

[Health and Safety Policy](#)

[Internet and E-Safety Policy](#)

[Complaints Policy](#)

[Bullying & Harassment Policy](#)