

BioGrad Education Limited Environmental and Sustainability Policy

Copy Holder Information

| Copy No | Issued To | Issued By | Date of Issue |
|---------|--------------------|------------------|---------------------------------|
| 1 | Christy Littlejohn | Catherine Witter | 29 th September 2025 |

| | | |
|---|--|---|
| Author: Catherine Witter | Signature C J Witter | Date: 29 th September 2025 |
| Approver: Christy Littlejohn Title: PA to CEO/MD | Signature Christy Littlejohn | Date: 30 September 2025 |
| Quality Assurance: Title: | Signature | Date: |

| | | |
|--------------------------------|---------------------------------|--------------|
| Periodic Review Date: | 29 th September 2026 | |
| Periodic Review 1 Date: | QA Signature | Date: |
| Periodic Review 2 Date: | QA Signature | Date: |

Contents

| | |
|--|-------------------------------------|
| 1. Purpose and Scope..... | Error! Bookmark not defined. |
| 2. Policy Statement | 3 |
| 3. Objectives..... | 3 |
| 4. Implementation Strategies | 3 |
| 5. Roles and Responsibilities..... | Error! Bookmark not defined. |
| 6. Review and Continuous Improvement | Error! Bookmark not defined. |
| 7. Commitment | Error! Bookmark not defined. |

1. Purpose and Scope

Purpose:

The purpose of this policy is to outline BioGrad Education Ltd's commitment to environmental stewardship and sustainability. We aim to reduce our environmental impact, comply with all relevant legislation, and promote sustainable practices in our operations and workplace culture.

Scope:

This policy applies to all employees, contractors, visitors, and stakeholders of BioGrad Education Ltd.

2. Policy Statement

BioGrad Education Ltd recognizes the importance of protecting the environment and promoting sustainable development. We are committed to integrating environmental considerations into our business decisions and day-to-day operations.

3. Objectives

- Minimize waste generation through reduction, reuse, and recycling initiatives.
- Conserve energy, water, and other natural resources.
- Promote sustainable procurement by favouring environmentally friendly products and services.
- Reduce greenhouse gas emissions by optimizing transport, energy use, and operational efficiency.
- Raise awareness and provide training for employees on sustainability practices.
- Comply with all applicable environmental laws, regulations, and standards.
- Continually improve environmental performance through monitoring and review.

4. Implementation Strategies

- **Waste Management:** Implement recycling stations, reduce single-use plastics, and encourage paperless operations.
- **Energy Efficiency:** Use energy-efficient lighting, appliances, and equipment; encourage responsible energy use.

- **Water Conservation:** Install water-saving fixtures and promote responsible water use.
- **Sustainable Procurement:** Prioritize suppliers with strong environmental credentials and eco-friendly products.
- **Green Transportation:** Encourage public transport, carpooling, cycling, and use of electric or low-emission vehicles.
- **Employee Engagement:** Conduct training, workshops, and awareness campaigns to promote sustainable behaviours.
- **Monitoring and Reporting:** Regularly track environmental metrics and report progress to management.

5.Roles and Responsibilities

- **Management:** Provide leadership, allocate resources, and ensure compliance with this policy.
- **Employees:** Follow the policy, participate in sustainability initiatives, and suggest improvements.

6.Review and Continuous Improvement

- Prices are reviewed annually.
- Triggers for price changes include:
 - Changes in costs (materials, labour, shipping)
 - Market fluctuations or competitor adjustments
 - Regulatory or tax changes
- All price adjustments must be documented and communicated to relevant stakeholders in advance.

7.Commitment

BioGrad Education Ltd is committed to conducting its operations in a sustainable and environmentally responsible manner, balancing economic growth with environmental protection and social responsibility.

| Appendix | Description |
|---------------------------------|---|
| 29 th September 2025 | New document to replace outdated version that did not consider our full current course range. |

| Version | Summary of Change | Author | Date |
|---------|-------------------|------------------|---------------------------------|
| 1 | New Document | Catherine Witter | 29 th September 2025 |
| | | | |