

Environmental Policy

Introduction and aim

Intelligence Analysis Training Ltd is a training business specialising in training of Law Enforcement related topics, operating from Wakefield, West Yorkshire. Our main products and services are delivery of online elearning courses via the Internet and classroom based courses.

We recognise that our operations result in contributing to carbon emissions, and the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

Responsibility

This environmental policy applies to all of our operations including management, office services, printing, delivery and procurement. Anthony Gill, Director is responsible for ensuring that the policy is implemented. However, all Directors and employees have a responsibility in their respective areas to ensure that the aims and objectives of the policy are met.

Resources

We will ensure that resources are available to enable us to achieve our objectives and targets.

Objectives

During 2011 and 2012, we aim to:

- reduce consumption of ink, paper and other consumables;
- inform all customers and suppliers of our commitment to reducing our environmental impact;
- assist customers to minimise their carbon footprint when undertaking our training.

Targets

To achieve our aims, we have set ourselves the following targets:

- inform all customers and suppliers about our environmental policy by January 2012 and, thereafter, all new customers and suppliers
- define good housekeeping for use of ink, paper and other consumables, ensuring all employees receive training in good housekeeping by May 2012 and incorporate this training into the induction programme for new starters and associates;
- supply our customers wherever possible with documentation stored online or on CD/DVD;
- minimise our and our customers carbon footprint as a result of travel; by selecting venues for classroom training close to the point of need, by restricting travel to only that essential for the efficient operation of the business, and by communicating with customers electronically where possible.

Monitoring and auditing

Progress against these objectives will be monitored through monthly management meetings.

Communication

This environmental policy is available on request. If you wish to obtain a copy or would like to discuss our progress against our objectives, please telephone +44(0)5600581807. This policy is also available on our website at <http://www.intelligenceanalysisitraining.com/>

Signed:

Anthony John Gill B.Sc. PGCE Asc.IAIP
Director

1st January 2011