

Title	Environmental Policy
Cross References	Internal:  Corporate Social Responsibility Policy
Date	October 2026

A) INTRODUCTION

Apricot Online is committed to operating in an environmentally responsible manner and to reducing the environmental impact of its activities wherever reasonably practicable.

As an online education provider, our operating model already reduces some of the environmental impacts associated with traditional workplaces and education settings, including routine travel, use of physical resources and paper-based administration. We will continue to consider environmental impact when making appropriate operational and purchasing decisions.

Apricot Online will comply with applicable environmental legislation and regulatory requirements and will seek opportunities for continual improvement in its environmental performance.

B) POLICY

Apricot Online will seek to reduce its environmental impact through the following measures:

- Reducing waste by avoiding unnecessary consumption and using resources efficiently.
- Reusing and recycling materials wherever reasonably practicable and ensuring waste is disposed of responsibly.
- Maintaining a digital-first approach to documentation, communication and education delivery and avoiding unnecessary printing.
- Reducing energy consumption by encouraging computers, monitors, printers, lighting and other equipment to be switched off or placed into appropriate energy-saving modes when not in use.
- Using heating, lighting, ventilation and other resources efficiently within any premises used by the organisation.
- Considering energy efficiency, durability and environmental impact when purchasing equipment and supplies, where appropriate and commercially reasonable.
- Using IT equipment responsibly and seeking appropriate reuse, recycling or secure disposal of electronic equipment at the end of its useful life.
- Reducing unnecessary business travel through the appropriate use of online meetings and digital communication.
- Where travel is necessary, considering public transport, shared travel or other lower-impact options where reasonably practicable.
- Using water responsibly and considering practical opportunities to reduce unnecessary water consumption.
- Considering environmentally preferable products and suppliers where they meet the organisation's operational, quality and financial requirements.
- Encouraging employees, including those working remotely, to adopt sensible energy-saving and waste-reduction practices in connection with their work.

C) RESPONSIBILITY AND AWARENESS

Environmental responsibility is shared across Apricot Online. Employees are expected to follow this policy and to consider how everyday working practices can reduce unnecessary waste, energy use and environmental impact.

The organisation will make this policy available to employees and will consider appropriate environmental factors when reviewing working practices, purchasing arrangements and operational decisions.

Employees are encouraged to identify practical opportunities to improve environmental performance and to raise suggestions through appropriate internal channels.

D) REVIEW

Apricot Online will review this policy annually and will consider whether further practical measures can be introduced to reduce the organisation's environmental impact.

The policy will also be reviewed sooner where significant changes to legislation, organisational activities or good practice make this necessary.

Authorised by: Jodie Phillips, Operations Director

Date: October 2026

Review Date: October 2027