



External Communication Procedure

1.0 Purpose

This procedure covers:

- *Receiving communication from external interested parties on environmental issues.*
- *Responding to such communication*
- *Communicating with suppliers and contractors*
- *Informing third-parties of environmental activities if and when relevant*

2.0 Responsibility

Responsibility for directing external communication on environmental issue rests with the Estates Department

3.0 Scope

All incoming and outgoing communications on environmental issues from or to external parties.

4.0 Procedure

Any external enquires with regard the company's environmental performance should be directed to the Environmental Manager.

The department will advise on an appropriate response or provide the relevant information required by the external party (where appropriate) to the relevant department manager within NPTC.

4.1 *Communication with suppliers and contractors - With regard to NPTC suppliers, the procurement officer is responsible for carrying out assessments of suppliers and ensuring that they adhere to specific environmental obligation set both by the government / local authority and by the college For example all timber purchased for use in the college is required to be FSC accredited.*

4.2 *Informing third-parties of environmental activities if and when relevant NPTC make the Environmental Policy publicly available. The policy is displayed is available on the Green Dragon Website and NPTC's website along with various other EMS related documents.*