

Environmental Policy

Our Vision

Our vision is to contribute towards a more sustainable planet and we are working hard to ensure this is central in our thinking across all areas of our business.

We recognise that our responsibility to the environment goes beyond legal or regulatory requirements. We are therefore committed to doing as much as we can to reduce our impact on the environment as we strive towards sustainability and maintaining a low carbon footprint.

Responsibility

Neil Horner is responsible for ensuring that our environmental policy is implemented, however all team members have an obligation to ensure that the aims and objectives of this policy are met.

Policy Aims

We aim to:

- a. As a minimum comply with all relevant regulatory requirements, by monitoring legislative developments and ensuring all operations are carried out in compliance with applicable legal standards and codes of best practice.
- b. Continually improve and monitor our environmental performance across all areas of our business through the setting of targets and regular audits to ensure compliance is achieved and opportunities for improvement are identified and then implemented.

Product

We are conscious that our products have a large impact on the environment. We are passionate about great products, however we want the products we source to be sustainable and relevant for our future planet.

We aim to:

- a. Source quality, sustainable and genuine non single-use products.
- b. Source product made from recycled material, naturally sustainable materials or recyclable materials where possible.
- c. Mark our products with both the material they are made from and the recycling code so that they are easily recycled by the end user.
- d. Accept any electrical items for recycling through the WEEE waste scheme.



Office, Print Room & Warehouse Supplies

Whilst a lot of focus is on transport or energy consumption, we have to also consider our print room, offices and warehouse and their environmental impact. We are therefore committed to reducing this through sustainable office initiatives including the use of recycled papers and card, bio and recycled packaging, eco-friendly cleaning products and more.

We will / have:

- a. Created a system with a waste management company in which ink waste is placed in to UN approved drums, this is then bulked up at a waste transfer station and shipped into mainland Europe for incineration where energy recovery is captured. None of this waste ends up in landfill.
- b. Endeavour to switch all printing inks to water based alternative where possible.
- c. Choose sustainable office supplies where possible.
- d. Place indoor plants within the office and maintain an outdoor space to grow flowers and other plant life.
- e. Switched eco-friendly cleaning products and recycled paper towels where possible.
- f. Consolidate office orders by buying in bulk to reduce plastic packaging and decrease the transport used by our suppliers, ultimately shrinking our combined carbon footprint.
- g. Ask all suppliers to send invoices electronically to reduce their use of paper.
- h. Reduce the printing of internal documents where possible and encourage team members to move to a more digital way of working.



Monitoring Improvement & Culture

Our organisation needs to ask, "Are we doing what we say we are doing, and can we do more?"

We will:

- a. Implement a "life cycle perspective" which includes consideration of the environmental aspects of all of our business activities, products and services that we can control or influence. Typical stages in a life cycle include acquisition of raw materials, design, production, transportation/delivery, use, end of life treatment and final disposal. This is supplemented with internal audits of our effectiveness at each stage of the life cycle and implementing corrective measures in place to resolve any issues.
- b. Ensure our team is well educated on where and how to recycle in the office.
- c. Update this policy on an annual basis in consultation with team members, legislation and best practices.
- d. Ensure the Sustainability Committee will consult and monitor our progress on a regular basis and report back to all team members.



Paper & Packaging

Paper and paperboard have witnessed a resurgence, due to an anti-plastic sentiment as well as global demand for designed-in recyclability. Paper is a naturally renewable, recyclable and compostable material, and is ideal for packaging in an increasingly eco-conscious consumer market.

We will / have:

- a. Reduced single-use plastic packaging, with a plan to eliminate single-use plastics in all orders and replace with paper or biodegradable alternatives where possible. This includes reusable mailing bags, plastic blisters, plastic poly-bags and any other plastic that is not part of the product or accessories.
- b. Introduced a 'shred all and recycle' policy in 2022 whereby all paper is disposed of and recycled by a third party. All paper is 100% recycled and no paper goes to landfill.
- c. Introduced a new baler in January 2023 in order to bale all cardboard and single use plastic. Since implementation we have created over 120 bales of cardboard for recycling which has saved approx 60 tonnes of cardboard going into landfill.
- d. Recycle as much plastic and metal within the organisation as possible by implementing a waste management process.
- e. Our Order Processing team went paperless in 2021 and we estimate this has reduced our consumption of paper by over 1 million sheets of A4 paper per year. We aim to roll this out to all areas of the business. In addition we regularly stress to all team members to be mindful of whether or not something genuinely needs to be printed.
- f. Switched from bubble wrap to paper packing for the despatch of samples and orders.
- g. Aim to reduce shrink wrap where possible and have already invested in a new shrink wrap machine to reduce the consumption of wrap by 40%.



Energy & Water

The environmental problems directly related to energy production and consumption include air pollution, climate change, water pollution, thermal pollution and solid waste disposal. Our aim is to significantly reduce our energy consumption.

We will / have:

- a. Installed solar panels on the building to naturally generate a significant percentage of our electricity requirements. Looking at data, the system covered approx 39% of our load throughout the year.
- b. Look to constantly review our requirements and install more Solar Panels in the future where required.
- c. Investigate the feasibility of storage batteries for storing electricity produced by solar to allow us to further reduce our usage of electricity generated by fossil fuels.
- d. Completed our roll out of installing low energy LED lighting on motion sensors.
- e. Aim to reduce our carbon emissions by carbon insetting solutions where possible.
- f. Review all emissions that we cannot inset and explore offsetting solutions as an alternative as our journey to net zero.
- g. Investigate the collection and use of rainwater from our roof, carpark and other hardstanding surfaces.



Transportation

The environmental impact of transport is significant as it is a major factor in the consumption of energy and burns most of the world's petroleum. This creates air pollution and is a significant contributor to global warming through the emission of carbon dioxide.

We will / have:

- a. Continue the roll out of electric/hybrid fleet vehicles, with the aim for most company vehicles to be electric or hybrid by 2026.
- b. Installed 6 EV chargers for company vehicles.
- c. Plain stock is imported via sea freight or train (and not air freight) to reduce carbon emissions. Only urgent printed orders will be brought in via air freight at the customer's request.
- d. Look to source locally where possible (e.g. UK and Europe) to reduce a product's overall carbon footprint.
- e. Select couriers that can demonstrate their values and practices are environmentally friendly.
- f. Encourage team members to car-share, use public transport, cycle, or walk to work where possible.
- g. Implemented an Electric Car Salary Sacrifice Leasing scheme and a Cycle to Work scheme for all qualifying team members.

Managing Director
Neil Horner

