

*WARRENS OFFICE*

**ENVIRONMENTAL COMMITMENT  
AND INITIATIVES 2022/2023**



Warrens is committed to taking action to prevent climate change and in doing so preserve the environment. The business is very proud of its ISO14001 accreditation (which is audited annually) and the opportunity the business is given to demonstrate ongoing environmental initiatives and improvements.

The business’s target is to maintain its carbon footprint reduction and to make sure that its environmental impact is at the lowest possible level. The business’s logistics partner’s target is to reduce carbon emissions by 50% by 2030. It is an accredited member of EcoVadis, having initially achieved Silver accreditation in 2022.



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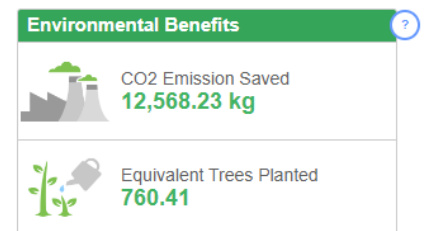
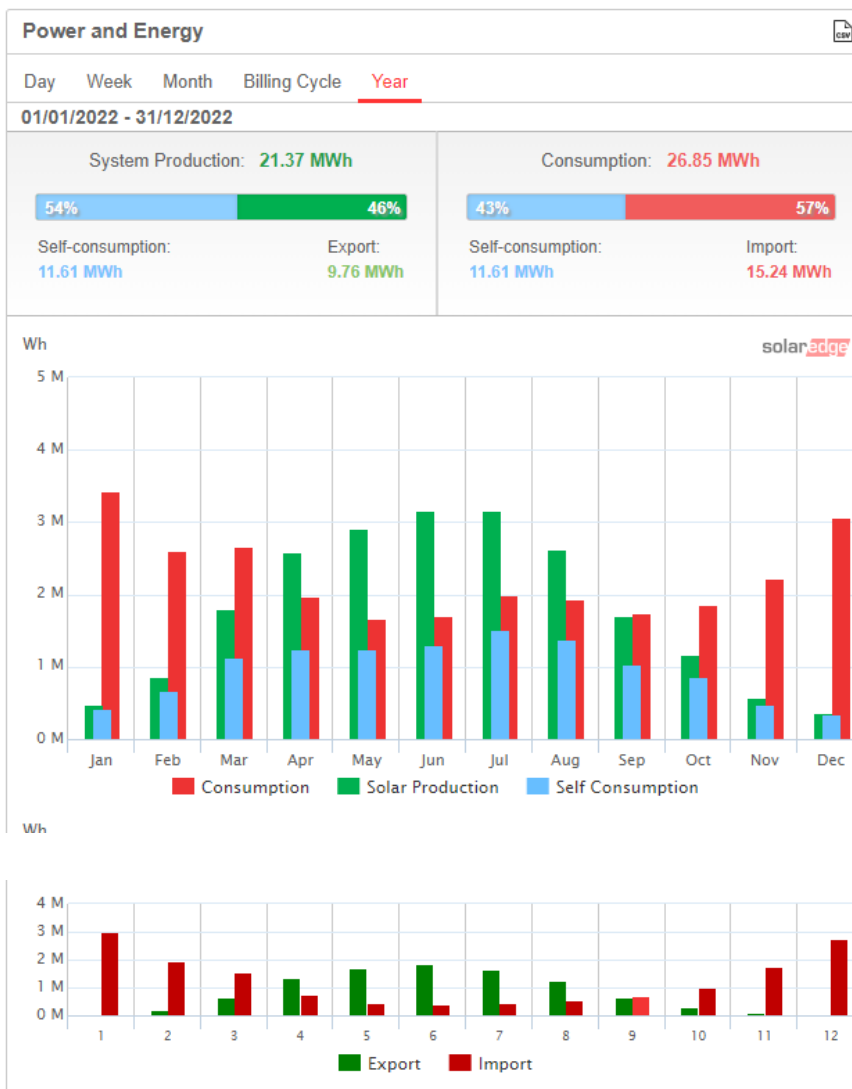
## SELF GENERATED SOLAR POWER AND ENERGY

The company installed a sophisticated solar energy system in 2020 which, through the course of that year provided approximately 60% of the business's energy requirements.

Solar energy is free, clean, safe, and inexhaustible, making it the ideal energy source. Aligned to the panels, we have in place an Application Programming Interface (API) via the SolarEdge cloud based monitoring platform allowing us to access data saved in the monitoring server which demonstrates our production, consumption and self consumption. Ultimately, the data records and tracks our saved CO2 emissions.

In early 2021 the second phase of the project was completed with the installation of industrial batteries which now store surplus energy generated when demand requirements are relatively low. This surplus is then called upon by the company when demand exceeds production.

The completion of this second phase should render the company almost completely free of the requirement for commercially generated power (often provided by coal or nuclear-powered power stations) and also provide self-generated solar power for emission free company transport and delivery vehicles in the future.



## ZERO EMISSIONS DELIVERIES

**Currently Warrens' local deliveries are carried out using low emission VW diesel Crafters. Diesel VW Golfs have traditionally been provided as company cars.**

Warrens Office is committed to switching over all company vehicles to emission free electric alternatives powered by self-generated solar power as soon as practical commercial vehicles with sufficient vehicle range are introduced to the market. The business has trialled a number of electric vans and currently runs 2 fully electric cars on fleet. The range capability for delivery vehicles continues to be a challenge!



## PACKAGING REDUCTION INITIATIVES



Once we understand our customer's organisation in depth, we can then work with them to help reduce packaging and waste within their own supply chain. One recent example of this process was the introduction of 'Notboxes' ([thenotboxcompany.com/green.html](https://thenotboxcompany.com/green.html)) for certain regional customers as a means of eliminating unnecessary delivery packaging. The boxes are used to deliver the goods and in a similar fashion to home grocery deliveries, they are then collapsed and returned to the depot for re use the following day. They are 99% recyclable and ideally suited to this use.

We have samples available for inspection.



## MINIMISING WASTE - OUR RECYCLING PROGRAM

### THE BUSINESS REDUCES THE OVERALL WASTE PRODUCED BY:

- Reusing office furniture being discarded by customers.
  - ✓ Selling on as second hand; or
  - ✓ Re-using elements, such as desk frames, and cutting and adapting them with new tops; or
  - ✓ Giving furniture to a social enterprise that sells it on.
- Removing bins under staff desks.
- Keeping packaging and reusing it.
- Working with suppliers who offer a no-packaging option.
- Reducing paper usage by introducing two monitors at all workstations and defaulting to duplex printing.
- Using paper that is returned and cannot be sold on to customers in our own office.

### THE BUSINESS HAS AN EXTENSIVE RECYCLING SCHEME:

- We use a furniture recycling partner.
- Cardboard and plastic from installations that is not reused is compacted in our warehouse and recycled.
- On-site paper, cardboard, plastic, glass, battery and water filters are recycled.

Waste production and paper usage is measured on a monthly basis and these figures are reviewed at Board level annually, with new targets being agreed at that meeting. There is a management-down approach to waste and recycling. All of our staff are on board and support us. After all, it makes good business sense!

We use a landfill diversion scheme, which has enabled us to exceed our reducing target of less than 10% of our general waste to landfill. This does not include items that are re-used or recycled, so the overall figure is less than 5% to landfill.

### SUPPLIER PERFORMANCE

Suppliers sign an agreement that reinforces Packaging Essential Requirements legislation. We ask them to eliminate PVC and other toxics from their packaging, use mono-material packaging for easier recycling, and continually reduce the volume of packaging used.



## NATIONAL LOGISTICS UPGRADED

### UPGRADED COURIER ARRANGEMENTS

All national customer sites will be served by either Warrens Office or DPD delivery vehicles from October 2023. The DPD methodology and aims align with Warrens' environmental priorities; With over 3,500 fully electric final mile delivery vehicles in use and a commitment to move all its HGV fleet to Hydrogenated Vegetable Oil use by the end of 2023 (offering a reduction of up to 90% of CO<sub>2</sub>e when compared to standard diesel use), we are very happy to partner with an organisation which continues to reduce its environmental impact when handling your orders and our deliveries.



### OTHER ACTIVITIES AND INITIATIVES

- Working with environmentally responsible suppliers.
- Working with furniture suppliers who offer a no-packaging option.
- Reusing office furniture by cutting down metal frames to size and putting new tops on desks.
- Recycling office chairs.
- Maintaining the policy of replacing the existing fleet with emission free vehicles charged with the company's own self-generated 'clean' solar energy.
- Cycle to work scheme and indoor cycle storage and showers for our staff.
- Switch off scheme and systematic replacement of all legacy lighting systems with LED lighting. The LED changeover was completed on all office lights at the end of 2019 and all warehouse illumination will be switched over by the 31st March 2021...
- Continuing investment in PV and battery storage technology to generate true 'green' electricity to provide power for the offices and warehouse as well as future power for emission free electric company vehicles.
- Minimising the use of energy, water and natural resources.
- Avoiding printing through email, double monitors and projectors, as well as using both sides of paper if there is a need to print.
- Extensive recycling and using a waste for energy scheme including investment in compacting machines and balers for prepping waste for recycling.
- Avoiding the use of hazardous materials, where possible.
- Preventing environmental damage and minimising nuisance factors, such as noise and air pollution.
- Regular environmental awareness training for staff and managers.

## CERTIFICATES AND CONTACT DETAILS



### CERTIFICATE OF REGISTRATION

**ENVIRONMENTAL MANAGEMENT SYSTEM:**  
BS EN ISO 14001:2015

This is to certify that:

**Warrens Office Ltd incorporating brands 5staroffice.net and myworkspace.store**  
Unit 1, Moorside Point,  
Moorside Road,  
Winchester,  
Hampshire, SO23 7RX  
United Kingdom

Holds Certificate No: E8485  
and operates a UKAS accredited Environmental Management System which  
complies with the requirements of ISO 14001:2015 for the following scope:  
**Provision of a Range of Office Supplies and Business Support Services**

For and on behalf of Interface NRM Ltd:

*Dr. Gavin Jordan*  
Dr. Gavin Jordan  
Director, Interface NRM Ltd.

First Issued: 18/08/2022  
Latest Issue: 18/08/2022  
Expiry Date: 25/07/2025



This certificate remains the property of Interface NRM Ltd and is bound by conditions of contract  
and our terms of use. Certification can be validated by emailing info@interface-nrm.co.uk  
Interface NRM Limited, e-Innovation Centre, University of Wolverhampton,  
Priorslee, Telford, Shropshire, TF2 9FT, UK. 01952 288325  
[www.interface-nrm.co.uk](http://www.interface-nrm.co.uk)



### CERTIFICATE OF REGISTRATION

**QUALITY MANAGEMENT SYSTEM:**  
BS EN ISO 9001:2015

This is to certify that:

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Unit 1, Moorside Point,  
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For and on behalf of Interface NRM Ltd:

*Dr. Gavin Jordan*  
Dr. Gavin Jordan  
Director, Interface NRM Ltd.

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Interface NRM Limited, e-Innovation Centre, University of Wolverhampton,  
Priorslee, Telford, Shropshire, TF2 9FT, UK. 01952 288325  
[www.interface-nrm.co.uk](http://www.interface-nrm.co.uk)



## CERTIFICATE OF ASSURANCE

Warrens Office Ltd

Unit 1 Moorside Point, Moorside Road, Winchester, Hampshire, SO23 7RX

COMPLIES WITH THE REQUIREMENTS OF THE CYBER ESSENTIALS SCHEME

CERTIFICATE NUMBER : IASME-CE-000013	NAME OF ASSESSOR : Neil Douglas
PROFILE VERSION : February 2017	DATE OF CERTIFICATION : 2020/4/1
SCOPE : Whole Company	RECERTIFICATION DUE : 2021/4/1

CERTIFICATION MARK



CERTIFICATION BODY

CYBER ESSENTIALS PARTNER



This Certificate certifies that the organisation named was assessed as meeting the Cyber Essentials implementation profile released February 2017 and thus that, at the time of testing, the organisation's ICT defences were assessed as satisfactory against commodity based cyber attack. However, this Certificate does not in any way guarantee that the organisation's defences will remain satisfactory against cyber attack.



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