

# carbon footprint

**STRATEGY**

# goals and objectives

Detailed below are our short, medium and long term goals in carbon management.

## long term goals

- » Reduce our carbon footprint by at least 5% on an annual basis
- » Switch our fleet to hybrid/fully electric vehicles
- » Switch to greener energy source companies for supply to buildings
- » Communicate our sustainability strategy, policy and action plan to staff and stakeholders on an annual basis
- » Buy local where possible
- » Reduce, reuse and recycle in all areas of the business.

## medium term goals

- » Engage employees to actively participate in the continual improvement of Heaton's environmental impact
- » Reduce water consumption through efficient appliances
- » Use recycled/sustainably sourced paper and inks for printing where possible

## short term goals

- » Implement energy efficient behaviour in the office
- » Reduce energy consumption on large machinery
- » Apply best practices in all areas of the business
- » Clean desk policy due to hot desk working environment
- » Use recycled/sustainably sourced paper where possible
- » Weekly vehicle inspections to ensure vehicles are operating efficiently

# key performance indicators

To track our progress in carbon footprint towards our Environmental, Social and Governance Policy and ensure alignment with our goals and objectives, the following are used:

## reuse



- » Reuse/optimize vehicle traffic to collect goods from manufacturers
- » Reuse toners by use of the office basics brand, where around 75% is recycled/remanufactured

## reduce



- » Reduce the use of raw materials to focus on more enviro-friendly and Fairtrade products
- » Reduce road miles by delivering your orders complete and error free
- » Reduce road miles by minimising 'back-haul' through more efficient delivery drops
- » Reduce road miles by encouraging customers to reduce the number of small deliveries requested
- » Reduce energy consumption through buildings management processes

## recycle



- » Recycle over 15,000kg of cardboard each year
- » Recycle over 500kg of stretch-wrap each year
- » Recycled paper is used for our catalogues wherever possible
- » Recycle all toners and office papers at each of our sites

# accountability

Various roles within our business have been assigned responsibility to certain areas of the carbon footprint strategy:

- » Circulating the strategy to employees – carbon footprint champion
- » Determining the actions that are required to achieve each goal – carbon footprint champion
- » Keeping track of the key performance indicators – carbon footprint champion
- » Reviewing and signing carbon footprint strategy – senior management

Training our teams inhouse regularly to develop a culture of waste reduction and sustainability, this in turn will minimise our environmental footprint but also generate new ideas for waste reduction initiatives.

Signed:

*David Felding*

Position:

*Managing Director*

Date:

*21/02/24*

Date of Review:

*01/05/27*

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