



Social Responsibility

Vision Statement

At Office Bridge Group, Social Responsibility is part of the core values of our business. Not only are we striving for employee wellbeing as one of our top priorities, but we are also encouraging diversity and equal opportunities. In addition, extending these values to build relationships and increase the support we can offer to our wider community and charity partners.

Goals & Objectives

Long-term goals:

- *Continue to donate to local schools, hospices and charity partners through our support your campaign and increase this amount year on year.*
- *Promote employee participation in organised events within the local and wider community.*
- *Partner with an organisation to offer time for volunteering on local projects.*

Medium-term goals:

- *Identify key areas for improvement and progression for all employees.*
- *Continue to develop and mentor staff to bring out the best in our team.*
- *Enhance the training opportunities available to coincide with the development opportunities*
- *Promote employee involvement for positive change within the company.*
- *Communicate our achievements through our dedicated web space.*

Short-term goals:

- *Communicate our social responsibility strategy to all employees.*
- *Continue to operate ethically.*
- *Improved access to information to support employee wellbeing both in the workplace and at home.*

Key performance indicators

To track our progress in social responsibility towards our vision statement, and to ensure alignment with our goals and objectives, the following KPIs are used:

- Number of 1-2-1 sessions/appraisals completed with employees.
- Amount donated to charities/schools each year.
- Increase in the number of employees completing online training courses.
- Number of hours volunteering each year.
- chosen charities and schools each year.
- Increase access to online training courses for all staff.
- Offer our time to volunteering projects each year.

Accountability

Various roles within our business have been assigned responsibility in certain areas of the social responsibility strategy:

- Reviewing and signing social responsibility strategy – senior management
- Circulating the strategy to employees – social responsibility champion/senior management
- Setting out the actions required to achieve our goals – social responsibility champion
- Tracking our key performance indicators – social responsibility champion
- Working to achieve our goals – all



Single Use Packaging

Vision Statement

Single-use packaging is a priority at Office Bridge Group. We are currently striving towards eliminating or significantly reducing single-use packaging across all product lines and operations, while maintaining product protection, functionality, and customer satisfaction.

Goals & Objectives

Long-term goals:

- *Regular engagement with all suppliers on single-use packaging*
- *Achieve near elimination of single use or non-recyclable packaging.*

Medium-term goals:

- *Begin to transition all packaging used for transportation of products to more sustainable alternatives.*
- *Implement labelling on packaging where required to encourage re-use or recycling.*
- *Introduce a monitoring system for our single use packaging.*
- *Promote employee involvement for positive change within the company*

Short-term goals:

- *Reduce single-use items from the office eg. Plastic water cups, cutlery.*
- *Train staff on single use packaging*
- *Optimising packing volumes and rolling out this process across all warehouse operatives.*

Key performance indicators

To track our progress in single-use packaging towards our vision statement, and to ensure alignment with our goals and objectives, the following KPIs are used:

- Number of suppliers that we are engaging with on single-use packaging
- Reduction in the % of single use items used.
- Increase the % of packaging made from recycled and sustainable materials.
- % of SKUs shipped in recyclable or compostable packaging

Accountability

Various roles within our business have been assigned responsibility in certain areas of the single-use packaging strategy:

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



Carbon Footprint



Vision Statement

Carbon management is a priority at Office Bridge Group. Our aim is to reduce our carbon footprint and lead the way in sustainable office products that help businesses work smarter and greener. We are currently acting with the aim to reduce our carbon footprint on an annual basis. We are aiming for carbon reduction across our operations with a focus on Fleet fuel emissions.

Goals & Objectives

Long-term goals:

- *Reduce our carbon footprint by at least 5% on an annual basis*

Medium-term goals:

- *Replace all lighting with LED alternatives*
- *Optimize logistics and distribution for lower emissions (e.g., route efficiency, electric delivery vehicles)*
- *Promote employee involvement for positive change within the company.*
- *Communicate our achievements through our dedicated web space*

Short-term goals:

- *Implement energy efficient behaviour in the office*
- *Establish baseline carbon footprint*
- *Communicate our Carbon Footprint strategy to all employees.*
- *Introduce training to build awareness of Carbon Footprint impacts and practices and engage staff in reduction efforts.*

Key performance indicators

To track our progress in carbon footprint towards our vision statement, and to ensure alignment with our goals and objectives, the following KPIs are used:

- Average number of deliveries per order
- Percentage of lighting that is LED
- Annual carbon footprint measurement

Accountability

Various roles within our business have been assigned responsibility in 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



Waste Management



Vision Statement

Waste management is a priority at Office Bridge Group. We are currently striving toward a zero-waste future by promoting responsible design, sustainable sourcing, and efficient waste management practices that reduce environmental impact, support circular economy principles, and inspire environmentally conscious workplaces.

Goals & Objectives

Long-term goals:

- *Develop new business models that convert waste streams into revenue*
- *Implement and maintain consistent, high-performing waste and recycling systems across all areas*
- *Achieve Zero Waste to Landfill*

Medium-term goals:

- *Green Packaging Transition*
- *Digitalisation of Operations to Reduce Paper Waste*
- *Implement take-back or refurbishment programs for used office products, such as ink cartridges, electronics, and furniture.*
- *Reduce general waste*
- *Increase recycling, reuse, and composting rates across operations and product life cycles*

Short-term goals:

- *Assess waste generation across operations to establish a baseline.*
- *Define clear, measurable goals based on audit results.*
- *Roll out internal training programs to build awareness of sustainable waste practices and engage staff in reduction efforts.*
- *Install clear, consistent waste sorting and recycling bins across the business with proper signage.*
- *Create and share a formal waste policy outlining our commitments, goals, and guiding principles*

Key performance indicators

To track our progress in waste management towards our vision statement, and to ensure alignment with our goals and objectives, the following KPIs are used:

- Percentage of waste sent to landfill
- Number of office functions that are paperless
- Rate of recycling

Accountability

Various roles within our business have been assigned responsibility in certain areas of the waste management strategy:

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