



1st October 2016

Sustainability Policy

Principles

- To comply with, and exceed where possible, all applicable legislation, regulations and codes of practice.
- To work with suppliers who operate organic, sustainable methods of farming.
- To integrate sustainability considerations into all our business decisions.
- To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

Practical steps

Sourcing & partners

- Work with farmers who adopt organic and sustainable farming practises using recycled or recyclable materials.
- Pay a premium above the fair trade price for ingredients.
- Support our partner factory's charity to improve the lives of farm and factory workers', their families and the wider community.
- Always ship, rather than air freight, unless absolutely necessary.

Working practices and advice to customers

- Encourage customers where possible to order larger quantities, less often, to reduce the number of deliveries.
- Ensure that all staff are aware of our policies and to communicate these to our customers.
- Include a copy of our Sustainability Policy with all proposals.

Office and travel practices

- Minimise the use of paper and other consumables by only printing where absolutely necessary, and when doing so printing double sided, and reducing waste.
- Recycle all materials where possible.
- Reduce energy consumption by using energy efficient light bulbs and educating staff not to use lights when not necessary and not to waste water, when filling up the kettle only using as much water as is needed.
- Walk, cycle or use public transport to travel from home to work and to meetings where possible.
- Enrol all employees into the Cycle to Work scheme and encourage to use.

Date of next review - 1st October 2017