

# Environmental Policy

**Policy Owner:** Jody Walker

**Approved by:** Managing Director

**Issue Date:** 08 April 2025

**Next Review Date:** 08 April 2026

**Version:** 1.0



## Policy Statement

Office Supplies for Industry Ltd (OSI) is committed to responsible environmental stewardship in all aspects of our operations. We recognize that our activities – including the delivery and installation of office and educational furniture – have environmental impacts, and we are dedicated to minimizing those impacts while contributing positively to environmental sustainability. This Environmental Policy outlines our commitments to comply with environmental legislation, prevent pollution, reduce waste and emissions, and continually improve our environmental performance. As a supplier to the UK public sector, OSI aligns its environmental goals with broader government objectives such as achieving Net Zero carbon emissions by 2050 and supporting the delivery of social value through environmental improvement. This policy applies to all OSI operations, employees, and anyone working on our behalf.

## Legal Compliance and Pollution Prevention

OSI will comply with all applicable environmental laws, regulations, and codes of practice, including but not limited to waste management regulations, hazardous substances control, and any local environmental bylaws affecting our operations. We are committed to preventing pollution at its source. Practical steps include ensuring our vehicles and equipment are well-maintained to avoid harmful emissions or fluid leaks, handling and disposing of any hazardous materials (like electronic waste or chemicals from cleaning/maintenance) in a safe and lawful manner, and implementing spill prevention and response plans. Compliance is the baseline; where possible, we aim to go beyond minimum requirements to employ best practices for environmental care.

## Resource Efficiency and Waste Reduction

**We strive to use resources efficiently and reduce waste generated by our business:**

**Waste Management:** OSI follows the waste hierarchy – reduce, reuse, recycle – in our operations. We minimize packaging waste by working with suppliers to reduce excess packaging and by reusing materials (such as using reusable blankets or pallets when transporting furniture). Unavoidable waste is segregated and recycled where facilities exist (paper, cardboard, plastics, metals). We ensure proper disposal of items like old furniture components, electronic equipment, or office waste through licensed waste carriers and recycling centers. We also assist customers in environmentally responsible disposal of their old furniture when we undertake installation projects (for instance, by facilitating donation or recycling of used items instead of sending them to landfill).

**Energy and Water Use:** In our office and warehouse facilities, we take measures to reduce energy and water consumption. This includes using energy-efficient lighting (LED), installing programmable thermostats to optimize heating, encouraging staff to turn off lights and equipment when not in use, and maintaining equipment for energy efficiency. We monitor utility usage and set targets to lower consumption year on year. Water-saving devices are utilized where applicable to avoid wastage of water in our restrooms or kitchens.

**Office Supplies and Materials:** As a company dealing with office furniture and supplies, we incorporate sustainability into procurement. Where possible, we source products and materials that are sustainable – for example, furniture made from recycled or certified sustainable wood, or using fabrics with low environmental impact. We favor suppliers who use recyclable or biodegradable packaging and we avoid single-use plastics (such as by using refillable containers, bulk purchasing to reduce packaging, etc.). In our own offices, we minimize paper use by adopting digital systems for records, invoicing, and communication. Any paper we do use is from recycled or FSC-certified sources and we print double-sided by default to cut down waste.

## **Emissions Reduction and Climate Action**

### **Recognizing the contribution of transportation to our carbon footprint, OSI is proactive in reducing greenhouse gas emissions from our operations:**

**Efficient Logistics:** We plan delivery routes and installation schedules carefully to avoid unnecessary mileage and maximize vehicle load efficiency. By consolidating deliveries and installations in the same area, we reduce fuel consumption and emissions. We also use route optimization technology to find the shortest or most fuel-efficient paths.

**Greener Fleet:** OSI is gradually upgrading our vehicle fleet with more environmentally friendly options. We commit to investigating and investing in low-emission vehicles (such as electric or hybrid vans) as feasible for our operations and as charging infrastructure develops in our service areas. In the interim, we ensure existing vehicles meet or exceed emissions standards and driver training is provided on eco-driving techniques (smooth acceleration, moderate speeds, reduced idling) to cut fuel use.

**Carbon Reduction Plan:** OSI has published a Carbon Reduction Plan (in line with PPN 06/21 requirements for certain contracts), which details our baseline carbon footprint and sets targets for reduction. We project a year-on-year decrease in our Scope 1 and 2 emissions through energy efficiency and fleet improvements. We also commit to tracking relevant Scope 3 emissions (like employee commuting and business travel) and working to reduce them by promoting car-sharing, public transport, cycling via a Cycle to Work scheme, and using virtual meetings to avoid travel where possible.

**Fighting Climate Change Initiatives:** In addition to reducing our own emissions, OSI supports broader climate action. We engage in initiatives such as considering carbon offsetting for any residual emissions (e.g. planting trees or investing in renewable energy projects), participating in community environmental projects (like local tree-planting or clean-up days), and educating our

staff and customers about eco-friendly practices. We aim to be carbon neutral in our operations ahead of the 2050 deadline if possible, demonstrating climate leadership as a small business.

## Sustainable Procurement and Supply Chain

### **Our environmental responsibility extends to the products and services we procure and deliver:**

We incorporate environmental criteria into procurement decisions, favoring manufacturers and suppliers with strong environmental credentials. For example, when selecting furniture lines to supply to customers, we consider factors such as the durability of the product (longer life means less frequent replacement), presence of recycled content, ability to recycle at end-of-life, and whether the supplier has ISO 14001 or similar environmental certifications.

We communicate our environmental expectations to key suppliers and subcontractors. OSI encourages our partners to minimize their environmental impact – for instance, logistics partners should use modern, efficient vehicles; installation subcontractors should follow our waste disposal and site cleanliness standards. Collaboration is important: we share best practices and data with suppliers (like freight emissions information) to work together on improving overall environmental performance across the supply chain.

When working on customer sites (such as during installations), we ensure we leave the site environmentally sound, removing all our debris or packaging for proper disposal. We also avoid practices that could cause environmental harm on site (like improper use of chemicals or creating excessive noise or dust without controls) – aligning with any site-specific environmental or sustainability plans our clients have.

## Awareness and Training

OSI believes that fostering an environmentally conscious culture among our employees is critical to the success of this policy. We provide training and guidance to staff to ensure they understand their environmental responsibilities and the importance of our initiatives. This includes training drivers and installation crews on eco-efficient practices, instructing office staff on energy saving and recycling procedures, and including environmental topics in team meetings. We display signage and reminders in our facilities (for example, reminders to switch off equipment, recycling bin labels, and tips for saving energy). Employees are encouraged to suggest ideas for further reducing our environmental impact and to promptly report any environmental incidents or near-misses so we can address them.

## Monitoring and Continuous Improvement

OSI will monitor key environmental performance indicators such as energy usage, fuel consumption, waste generation and recycling rates, and carbon emissions on a regular basis. We set realistic targets for improvement and track progress against them. Environmental audits or inspections may be conducted (either internally or by external advisors) to ensure compliance and to identify opportunities for enhancement. If we fall short of a target, management will investigate

the causes and implement corrective measures. Conversely, if we meet targets early, we will set new, more ambitious goals – demonstrating our commitment to continuous improvement. Our management team reviews the environmental policy and performance at least annually. During the review, we consider any changes in legislation, emerging best practices, client expectations (for example, new public sector environmental requirements), and the outcomes of any audits or incidents. The policy is updated as needed and any changes are communicated to employees and relevant stakeholders.

## **Communication**

This Environmental Policy is available to all OSI employees (for instance, posted on our staff intranet or notice board) and is made available to customers, partners, and other interested parties on request. We may also publish a summary of our environmental commitments on our website or in corporate brochures, as transparency is important to demonstrate our dedication to sustainability. By clearly communicating our policy, we also hold ourselves accountable to the public and our clients for our environmental performance.

Through diligent implementation of this policy, OSI aims to not only comply with environmental laws and client requirements but to proactively contribute to the protection of our planet. We acknowledge that as an SME our impact may be modest compared to larger organisations, but we believe every action counts in creating a more sustainable future.

**Company Name:** Office Supplies for Industry Ltd

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