

POLICIES



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INTRODUCTION

Commercial Corporate Services Limited and all subsidiaries including Commercial Limited (Commercial) are business transformation specialists who inspire the best businesses to become better, for the benefit of people and the planet, profitability and growth.

POLICY SCOPE

This policy applies to all team members, contractors and suppliers working for and with Commercial. The policy is aligned to our ISO 14001: 2015 Environmental Management System (EMS) which is audited annually to assure high standards and continual improvement in line with legislation and best practice. The scope of this policy reflects the scope of our EMS which covers:

- The procurement and distribution of business products, workwear, facilities and PPE.
- The delivery of managed print services including inhouse and outsourced print requirements.
- The creation of inspiring workplaces for centralised offices or home working to include a range of smart technology solutions.
- Design, implementation, support and management of flexible, scalable enterprise technologies, services and security solutions.

COMMITMENTS

As a company, we are committed to minimising our negative and maximising our positive impacts on the environment and the wider community.

Our objectives reflect the most material issues for the business and our stakeholders including the prevention of pollution, promotion of sustainability across all business

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activities, and the continuous reduction of greenhouse gases and waste arising from operations.

Our specific objectives are to:

- Comply with all applicable environmental legislation and regulatory requirements, assured by the commitment to continual improvement through our Environmental Management System.
- Align all carbon reduction strategies with ambitious science-based targets
- Identify and implement measures to calculate and reduce energy consumption within all aspects of our operations including heating, cooling, lighting, and IT infrastructure.
- Maintain renewable energy contracts and champion low carbon technologies
- Remain a certified Carbon Neutral company through the procurement of nature-based offset credits from verified partners.
- Reduce emissions arising from business travel and commuting through process optimisation, video technologies, flexible working, education campaigns, and increasing our electric fleet.
- Measure and reduce internal waste arising by following the waste hierarchy: reduce, reuse, repurpose, recycle.
- Partner with specialists to ensure responsible reuse or recycling of all waste, including IT equipment and other Waste Electrical and Electronic Equipment (WEEE).
- Continue to work towards establishing a circular economy through product design, internal resource sharing programmes, and collection and reuse programmes for customer waste.

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- Avoid COSHH-regulated products where reasonably practicable. Where necessary, ensure effective control measures are in place and continue to find sustainable alternatives.
- Engage in cross-sector partnerships to reduce environmental impacts beyond our direct operations.
- Continue to collaborate with independent third parties to verify and improve the ethical, social and environmental performance of our suppliers.
- Offer a greater range of environmentally and socially responsible products and services through active supplier engagement.
- Provide accessible product information to enable informed customer purchasing decisions.
- Influence and train key stakeholders to improve their environmental performance through active engagement on carbon reduction projects and sustainability initiatives.
- Communicate our environmental systems and performance to team members, stakeholders and the public.
- Measure and reduce all relevant and significant environmental pollutants.

TARGETS

To achieve the above commitments, the company has set the following targets:

- Maintain accreditation to the ISO 14001 Environmental Management System Standard through an annual audit receiving zero major non-conformities.
- Achieve our near-term Net Zero target by 2028.
- Offset 100 percent of our standard carbon footprint (scope 1 and 2 plus categories 3,5,6,7 of scope 3) each year through verified nature-based solutions.
- Source 100 percent of annual electricity consumption from renewable sources.
- Launch a dedicated range of low carbon 'Hero' products by 2026.

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- Provide all customers with monthly carbon reports on product orders by the end of 2025.
- Reduce office energy consumption by at least 5% by 2027 against a new 2025 baseline that accommodates significant office refurbishments and energy efficient technologies.
- Increase onsite energy generation by 100% by 2026 through the installation of extra solar panels at Cheltenham Headquarters.
- Have 100% electric fleet by 2028.
- Host at least one Supplier Day annually to promote best practice on sustainable and low-carbon supply chains.
- Ensure that 70 percent of tier 1 suppliers (suppliers where the spend is over £100K a year) undergo an EcoVadis assessment by the end of 2025.
- Reduce waste arising as a percentage of turnover by 15% by 2028.
- Maintain Zero Waste to Landfill annually.
- Ensure energy recovery accounts for no more than 5 percent of waste arising across all sites each year.
- Deliver at least 1 company-wide learning day each year to keep colleagues up to date with training and on waste, energy conservation, sustainability strategy and climate action.

IMPLEMENTATION AND REVIEW

A dedicated in-house sustainability team has been appointed by the company to oversee the implementation of this policy across the business, and we expect all colleagues to engage with individual responsibilities and team targets.

This policy and progress against its targets is reviewed and updated annually by the sustainability team and re-approved annually by the board.

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Any changes or updates will be communicated to all colleagues and interested parties.

Signed: *Arthur Hirschmarch*

Date: May 2025