



CHANGE PLEASE
COFFEE

Change Please Environmental Policy

Change Please is committed to minimizing our environmental impact and promoting sustainability in every aspect of our operations. We recognize the urgent need to address climate change, are dedicated to fostering a responsible and sustainable business model, including a carbon measurement and reduction plan.

Contents

1	Carbon Measurement and Reduction Plan:	2
2	Sustainable Sourcing:	2
3	Energy Efficiency:	2
4	Waste Reduction:	2
5	Water Use & Wastage:	3
6	Transportation:	3
7	Packaging:	3
8	Ownership & Engagement:	3
9	Continuous Improvement:	3

Last Review Date: January 2024

Next Review Date: January 2025

1 Carbon Measurement and Reduction Plan:

1.1 Carbon Footprint Assessment:

- 1.1.1 Conduct a thorough assessment of our carbon footprint, considering all aspects of our operations, including production, transportation, and packaging.
- 1.1.2 Clearly identify Scope 1, 2 & 3 emissions.

1.2 Goal Setting:

- 1.2.1 Establish clear and measurable carbon reduction goals to progressively decrease our carbon emissions over time.
- 1.2.2 Communicate these goals transparently to our stakeholders.
- 1.2.3 Consider Net Positive goals, identifying areas of our business where we can have a net positive environmental impact.

2 Sustainable Sourcing:

- 2.1 All significant supplies will be asked to sign up to the Change Please Supplier Code of Conduct which lays out our expectations in terms of: Legal Compliance, Environmental Sustainability, Human Rights & Social Sustainability, Diversity & Inclusion, and Ethics.
- 2.2 We will prioritize sourcing from suppliers committed to sustainable sourcing practices and whom are also actively engaged in reducing their carbon emissions.
- 2.3 Consider the environmental impact of transportation when selecting suppliers.

3 Energy Efficiency:

- 3.1 Implement energy-efficient practices in our facilities, such as using energy-saving appliances and renewable energy sources where feasible.
- 3.2 Run regular internal communication drives to ensure:
 - 3.2.1 non-essential lights and power sources are turned off when not in use.
 - 3.2.2 windows and doors are kept closed when using heating.
 - 3.2.3 report malfunctioning equipment, including thermostats on radiators immediately.
- 3.3 Ensure energy efficiency is considered with all procurement decisions such as:
 - 3.3.1 installing and running energy efficient boilers and heating systems.
 - 3.3.2 ensuring that energy efficient light bulbs and low power or energy efficient equipment are used wherever possible.
 - 3.3.3 monitoring bills and arranging "green" gas and electricity tariffs.

4 Waste Reduction:

- 4.1 Minimize waste generation through initiatives like composting, recycling, and encouraging the use of reusable containers.
- 4.2 All waste appropriate for recycling (ie plastics, paper, tins and glass) will be placed in the appropriate bins ready for collection by recycling services.
- 4.3 All other domestic waste will be placed inside black waste bags.
- 4.4 All electrical waste will be disposed of according to the Waste Electrical and Electronic Equipment Regulations (WEEE).
- 4.5 Furniture and office equipment that is surplus to requirements will be offered to charity for recycling or reuse.
- 4.6 The company intends to comply with all current national and local waste management laws, policies and procedures, liaising regularly with the appropriate local authority department.



5 Water Use & Wastage:

- 5.1 Staff are encouraged to optimise water use to conserve supplies and the company will incorporate water-saving measures as necessary to reduce consumption.
- 5.2 System failures such as dripping taps and leaking pipes will be reported and remediated immediately.

6 Transportation:

- 6.1 Optimize transportation routes to reduce carbon emissions.
- 6.2 Encourage the use of environmentally friendly transportation options for employees.
- 6.3 Continually review environmentally sustainable transportation options, including solutions such as cycle and electric powered cargo bikes.

7 Packaging:

- 7.1 Educate customers about responsible disposal and recycling of our packaging materials.
- 7.2 Explore and implement eco-friendly packaging solutions.

8 Ownership & Engagement:

- 8.1 At all times there will be one member of the Senior Leadership Team (SLT Lead) with overall responsibility for the businesses environmental impact and its reduction.
- 8.2 The SLT lead will foster a culture of environmental responsibility among our employees encouraging employees to contribute ideas for further reducing our environmental impact.

9 Continuous Improvement:

- 9.1 Regularly review and update our carbon measurement and reduction plan to reflect advancements in technology and sustainability practices.
- 9.2 Embrace innovative solutions to further reduce our environmental impact.

