

ENVIRONMENTAL STEWARDSHIP V.10

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About This Document

This document has been created for The Baby Gifting Company's employees and suppliers to understand our definition and expectation of how we shall collectively take ownership of our environmental issues. At minimum, we expect that all employees will ensure that their actions comply with the law.

This document will be updated from time to time, and can be identified through a new version and effectiveness date.

If you have any questions or suggestions in how we can improve this document please reach out to CEO – Shiba Babamiri directly.

Our Mission

The impact mission of The Baby Gifting Company is:

To preserve our environment and the joy of luxurious baby gifting – inclusive, personal, practical, long-lasting. We help friends and family give meaningful high-quality products to become a sentimental part of a family's heirloom.

To achieve our mission, our guiding principles are:

- We are inclusive of babies with additional needs without making them feel different, by including tactile sensory toys designed to engage and stimulate baby's senses and aid early development.
- We preserve our environment by offering products that are made by renewable and recycled materials.
- We will combat waste without sacrificing the joy in unwrapping a premium gift, through recyclable packaging.
- We help friends and family give meaningful high-quality products, made to last to become part of a family's heirloom.

Our Environmental Management System

We have created this Environmental Management System (EMS) to lay out our environmental policy under "Our Actions" and make clear objectives for any employee and supplier of The Baby Gifting Company to help us work towards.

Our overarching ambition and target is:

- To be carbon neutral by 2025
 - o We plan to do so by first making accurate measurements of our carbon emission contribution.

- o In parallel to identify areas of improvement to reduce emissions
- o Where not possible, we will offset such emissions.
- o We will not wait until the most accurate measurement is available, avoiding letting perfect be the enemy of good.
- To become a zero-waste office by 2025
 - o Influence our suppliers to ensure zero-plastic for our incoming shipments.
 - o Proper planning and usage of our office equipment, resources, and materials in accordance with this EMS.

Within our sphere of influence, the main environmental topics tackled within this policy document are:

1. Responsible use of natural resources including energy and water
2. Reduction of waste
3. Careful handling of potentially hazardous waste
4. Making conscious and educated decisions for both our employees and our customers

The accountable staff member for making sure that we reach our objectives is the CEO of The Baby Gifting Company. No less frequent than every second year, the CEO shall appoint an external consultant to conduct a periodic audit of the environmental management system and be responsible to oversee the activities.

The audit should use the B Impact Assessment as an audit tool to help us benchmark against the companies of similar size, sector, and scope; and provide actionable points for continuous improvement purposes. All major findings of such audits should be reported in the annual impact report, relevant to the year that is it performed.

There are other related documents that form part of our EMS, they are:

- The Employee Handbook, namely the Policy section, containing detailed procedures on business travel, social & environmental stewardship policy, and the Training section which includes a mandatory training module for all employees with regards to environmental stewardship.
- B Impact Assessment audit report which is shared with all employees. The assessment can be conducted as frequently as needed, but no less than once every two years.
- The annual impact report which includes details of our company's environmental targets and objectives, and reporting on our progress for the past year. We share this information publicly and encourage all stakeholders including our advisory board, investors, employees and customers to take note of our progress, provide advice and recommendations on how we can do better, and take action to help us achieve our objectives.

Our Actions

The Baby Gifting Company has an ambition to become a zero-waste company. We know that this ambition is not possible without the support of our suppliers, employees and customers.

Suppliers

We select suppliers primarily based on their environmental impact. It is important that the products we consume in the office and produce for our customers are true to our mission to preserve the environment. Below are the areas that we work actively with our suppliers on:

- Zero-plastic supply chain
 - We actively request our suppliers to ensure that they do not send products to us with plastic packaging.
 - We actively explain to them that our products are customised and repackaged given the nature of our business is to create gift hampers. By sending us individual plastic packaging for each product will create waste that cannot be reused.
- Lower emission value chain
 - Our supply chain is very international at the moment. We are actively looking for opportunities to bring our suppliers closer to home, although we acknowledge that for our product range there are some items that cannot be produced locally as the material does not exist in the UK.
 - Where shipping is still required we try to combine orders as much as possible to avoid frequent shipments.
 - We will also offset our emissions from these shipments
 - For product shipping, currently we are shipping only within the UK and we are able to keep the emissions low by selecting a supplier that uses low emission delivery vehicles (<https://green.dpd.co.uk/>)
- Office supplies
 - Whilst we have a supplier's code of conduct for our significant suppliers that produce our products, a small portion of our suppliers will be for our office supplies. As we are not a large corporate, most likely the procurement process will be largely informal where staff members can go and purchase their supplies.
 - This policy outlines the decision making criteria that each employee needs to apply.
 - Please always give high preference to suppliers that meet robust 3rd party social and environmental certification criteria. Here are a few examples to prioritise:

- Certified B Corporation
 - Organic
 - Fair Trade
 - JUST Business
 - Food Alliance Certified
 - Global Reporting Initiative
 - Green America
 - Green Seal
 - Leadership in Energy and Environmental Design (LEED) Certified
 - Energy Star Certified
- If you are ever in doubt, please check with your manager. Do not assume that the provider with the lowest cost will always be the preferred option.

Office

In the Baby Gifting Company's office we ask each employee to take environmental stewardship in their day-to-day work. This includes:

- Responsible travels
 - We encourage employees to take public transportation or bike to work. We have a biking dock outside of the office premises.
 - We require employees to always opt for virtual meetings to reduce the need for travelling to in-person meetings, unless in-person meetings can be done locally without the need for transportation
 - Our business trips involve exhibiting at events and industry fairs. For that reason we understand it is difficult to ask employees to carry all the products on public transport. We encourage to travel by electric or hybrid cars as much as feasible by using Uber Green.
 - To further mitigate the emissions from our business travel, by the end of 2023 we will implement an annual offsetting initiative based on the travel that we have made to get the word of The Baby Gifting Company out there. We ask for all staff members to keep track of their trips made during the year, the originating and destination city, as well as the mode of transportation in our shared drive, to help us do the right thing.
 - Apart from this policy, please make sure you refer to the Employee Handbook, under the Our Workplace section, to find the full Travel Policy when considering business travel.

- Responsible resource usage
 - Please turn off your computers at the end of the workday
 - If you are the last one to leave the office please ensure all equipment, lights, heating or air conditioning are turned off
 - When using water, please make sure to turn the tap off when you are not using it
- Zero-waste ambition
 - In our day-to-day operations, we do not generate any material non-hazardous waste as part of our process. We would like to keep it that way and ask employees to be considerate of purchasing office supplies with the same principle.
 - This means planning office supplies in advance to avoid last-minute panic. If you see that the paper is low at the printer, please buy refills in advance. A small act of planning will allow us to:
 - Combine refill purchases
 - Plan purchases of office supplies at local stores
 - Avoid using online orders with urgent delivery to reduce wasteful packaging and emissions from one-off deliveries
 - Select products that have a higher composition of recycled material, or have been produced responsibly (see the office supplies section under Suppliers for some examples of what to look out for)
 - Below are the principles of common office supplies that we purchase:
 - Cleaning products – choose non-toxic products (For example [Method](#))
 - Paper – choose unbleached/chlorine free printing paper
 - Ink – choose soy-based ink, or ink cartridges using recycled plastic (such as [HP](#)) for the printer
 - Pens and other stationery – choose products made with recycled material as much as possible
 - This also means thinking before you print
 - If a document or contract needs to be signed, please always check if e-signature is recognized and accepted by the receiving party so we can reduce the need to print (and store) printed contracts.
 - If we are the party sending over the contract, please always encourage the other party to use electronic signatures with DocuSign.
 - For any documents that require printing for internal purposes please print on both sides of the paper

- For exhibits and external material, please discuss this internally before printing, we may be able to reuse materials from previous events.
- If new prints are necessary, ensure that we use the options with the lowest environmental impact and highest quality so that they can be reused, not the cheapest option. If in doubt, please present the compared options to your manager for decision.
- Handling hazardous waste
 - What is hazardous waste? They are items that will pose a health or environmental threat when not disposed of properly. Whilst in the Baby Gifting Company we do not commonly have this type of waste, below are list of some of the most common items to be aware of:
 - Adhesives
 - Aerosols
 - Batteries of all types
 - Fluorescent lights
 - Paint
 - Pesticides & poisons
 - Photo chemicals
 - Used motor oil & filters
 - If there is anything that you need to dispose that matches the description above, please use this link to check where it needs to be disposed at:
<https://www.gov.uk/hazardous-waste-disposal>
- Recycling
 - It is important to understand that when we recycle, we are using the components of an item to create a new item. Whilst it is a great way to reduce using new raw material, it still requires a lot of natural resources to do so. For example, the collection truck needs fuel to move and releases emissions; when it arrives to the facilities, the machinery to sort and process the collected materials require energy and often water, the list goes on. Each recycling cycle the original material loses a bit of its function/value in the process. We encourage everyone to think about this even in their personal lives. Here is an old news clip that will help you understand the economies of “waste and recycling”: <https://www.youtube.com/watch?v=ARBqPuvYq0c>
 - For that reason, we must be abide to the below policy in the order it is written:
 - Always reuse/upcycle before recycle. Please make sure that you think before disposing.

- Example: If a carton box can still be used for another purpose (i.e., packing items for the next exhibition), please make an effort to reuse everything before disposing.
- This will save us money and maximise the manufacturing effort of each item before it needs to be reprocessed again.
- We must ensure that the cardboard cartons and papers received from shipments are recycled correctly in the blue bin outside of the building premises.
- For any plastic packaging (until completely removed), they must be disposed correctly in the green bin outside of the building premises.
- For any glass objects they must be disposed correctly in the red bin outside of the building premises.
- If any of your equipment including laptops, office printers, embroidery machinery, etc. are experiencing problems:
 - Please always raise this to your manager to seek for a professional to repair it first.
 - Our principle is to repair our equipment or change the needed parts before considering any upgrades.
 - Your safety is a very high priority to us. Please do not try to repair equipment yourself, this is a hazard to you and a potential reason our product warranties may not cover any repairs if they are not done by a professional.

Working From Home

Whilst it is not a norm in our company policy to work from home, we offer this flexibility to employees to allow for managing special days that require attention.

Without repeating all the policy points from our Office policy, we ask for all employees to take environmental stewardship for their virtual offices as well, as if they were in the office. This is not only good for the environment, but also good for your home bills.

The key parts of the policy that are important to consider are:

- Responsible resource usage
- Zero-waste ambition
- Handling hazardous waste
- Recycling

Training

All employees must complete the social and environmental stewardship training as part of their onboarding training with The Baby Gifting Company.

It is our responsibility to make sure that we take care of our environment and fulfill our mission collectively. If you identify any training needs to help our team be more aware of our environmental impact, please refer to the Employee Handbook on how to go about requesting additional training.

Customers

Our customers are part of our value chain and part of our environmental stewardship is to ensure that the impact does not stop at the product reaching the customer's doors.

All employees are encouraged to help our customers be mindful of their environmental impact with the following examples:

- Before handling any personalised orders, if you believe that there may be a mistake in the provided text from the customer, please always double check before proceeding. This will avoid nasty surprises when the gift arrives to the receiver, and also reduce the wasted products that are not used or are returned since we will not be able to reuse them for other customer orders.
- We ask our customers to pay extra should they wish to have gift wrapping, or a luxury gift box. The luxury gift boxes are made of quality cardboard and can be reused. We will share ideas of how customers can reuse these boxes on our social media and personal interactions, to encourage the same principles we have internally to reuse before recycling.
- Longevity of products is a key feature to reducing waste. The selection of product materials in The Baby Gifting Company follows the same principles. For instance, wooden toys, and cashmere or organic cotton textiles, are all high-quality, natural materials that are durable even with heavy usage. Importantly, they can be biodegraded at the end of its lifecycle. We must take stewardship to continuously consider new products made of similar materials and advocate about them to our customers to encourage them to keep their products for longer, or even passing them on.
- On our website, we share tips in how customers can care for their cashmere products, please make sure that whenever you have the opportunity, to share this information to our customers, and encourage them to take good care of their cashmere products.