



# COTTON BAG CO ENVIRONMENTAL POLICY

Last Reviewed: 10.03.2020    Next Review : 10.03.2021

## Mission statement

Cotton Bag Co recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods, with regular review points. We will encourage customers and suppliers to do the same.

## Responsibility

Jon Marling is responsible for ensuring that the environmental policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

## Policy aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness and training.
- Make customers aware of the environmental benefits of our products.

## Printing and Production

- We will use water-based ink and products whenever possible.
- Cleaning materials used will be as environmentally friendly as possible.
- We will recycle waste inks and add pigment to make black ink
- We will reduce the amount of material waste when setting up machines for printing by using reject bags from previous orders.
- Stringent quality control to reduce the amount of waste during production.
- Offer customers GOTS certified organic materials and increase our range of organic products.

## Paper and Packaging

- We will minimise the use of paper in the office.
- We will seek to buy recycled and FSC recyclable paper products.
- We will reuse and recycle all paper where possible.
- We will use Kraft packaging tape instead of plastic.
- We will continue will our FSC certification through our sister company Paper Bag Co

## Energy and water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- Heating will be adjusted with energy consumption in mind.

## Office supplies

- We will evaluate if the need can be met in another way.
- We will evaluate the environmental impact of any new products we intend to purchase.
- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

## Marketing

- Our marketing strategy has moved away from paper-based communication and promotional campaigns. We send out a regular e-newsletter to our customers and communicate via email where possible. A range of short YouTube videos and use of social media, promote our services and products and services.

## Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We have offered the Cycle Scheme to all staff.
- We have a company electric bike for local business trips.
- Company Directors will only be offered electric or hybrid company cars.
- We will transport bags from our partner factories by sea freight. Air freight will only be used for urgent orders.

## Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

## Monitoring and improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues at our monthly management meetings.

## Culture

- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with managers and staff.
- We will provide staff with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will display this policy in all departments and a reminder to all staff.

Signed

Position

*Managing Director*

Date

*10.03.20*