

OUR SOLES LIMITED SUSTAINABILITY POLICY 2020

POLICY REFERENCE: OS003 ISSUE 2

Our Soles Ltd is committed to promoting sustainability. Concern for the environment and promoting a broader sustainability agenda are integral to Our Soles professional activities and the management of the organisation. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our clients and partners do the same.

Our Sustainability Policy is based upon the following principles:

- To comply with, and exceed where practicable, all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into all our business decisions. • To ensure that all staff are fully aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all office and transportation activities.
- To make clients and suppliers aware of our Sustainability Policy and encourage them to adopt sound sustainability management practices.
- To review, annually report, and to continually strive to improve our sustainability performance.

In order to put these principles into practice we will:

- Avoid physically travelling to meetings etc where alternatives are available and practical, such as using teleconferencing, video conferencing or web cams, and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
 - Minimise our use of paper and other office consumables, for example by double-siding all paper used, and identifying opportunities to reduce waste.
 - As far as possible arrange for the reuse or recycling of office equipment by purchasing energy efficient equipment and good housekeeping.
 - Ensuring suitable insulation to all buildings contained within the Our Soles site to prevent heat loss and to reduce excessive heating/air conditioning.
 - Using vehicles with gear change indicators to ensure economical use of diesel therefore reducing emissions and wear/tear to engines. Classification: Internal OSPOL003 t: +44 (0)23 8081 4777 e: sales@oursoles.co.uk Date: 28/02/2020
- Page 2 of 2 It is Our Soles policy to review and modify this policy and our practices at least on an annual basis in order to maintain our level of sustainability.