

# sustainable products

**STRATEGY**

# goals and objectives

Detailed below are our short, medium and long term goals in sustainable products.

## long term goals

- » Communicate our sustainable product strategy, policy and action plan to staff and stakeholders on an annual basis
- » Reduce environmental impact through litter and carbon emissions by sourcing sustainably sourced products where possible
- » Reduce, reuse and recycle across all areas of the business
- » Continue to work with only sustainably responsible suppliers

## medium term goals

- » Engage employees to actively participate in the continual improvement of Heaton's environmental impact

## short term goals

- » Liaise with suppliers to make changes with regards to goods and packaging bought from them or used to deliver items to ourselves for more eco-friendly items
- » Encourage alternative practices and behaviours which will encourage the use of sustainably sourced products
- » Promote and encourage staff to use items from sustainable sources
- » Apply best practice across all areas of the business

# key performance indicators

To track our progress in sourcing sustainable products towards our Environmental, Social and Governance Policy and ensure alignment with our goals and objectives, the following are used:

## reuse



- » Reuse toners by use of the office basics brand where around 75% is recycled/remanufactured
- » Reuse packaging received with deliveries for onward transportation of goods to customers

## reduce



- » Reduce the amount of single use packaging used in transportation of our products to more sustainable alternatives

## recycle



- » Continue to be a 0% waste to landfill business through use of our registered disposal contractor

# accountability

Various roles within our business have been assigned responsibility in certain areas of the sustainable products strategy:

- » Circulating the strategy to employees – sustainable products champion
- » Determining the actions that are required to achieve each goal – sustainable products champion
- » Keeping track of the key performance indicators – sustainable products champion
- » Reviewing and signing sustainable products – senior management

Signed: \_\_\_\_\_

*David Felding*

Position: \_\_\_\_\_

*Managing Director*

Date: \_\_\_\_\_

*21/02/22*

Date of Review: \_\_\_\_\_

*21/02/23*

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