



ENVIRONMENTAL POLICY STATEMENT

Matthew Algie is committed to conducting its activities in an environmentally responsible manner and recognises the need to continually improve its operations in order to protect, conserve and improve the environment, and minimise the potential environmental impacts arising from our activities.

In order to achieve our aims, Matthew Algie is committed, where applicable;

- to promote sound environmental management policies and practices throughout Matthew Algie and conform to all legal requirements as well as the requirements of BS EN ISO 14001;
- to promote environmentally responsible procurement of goods and services and to promote environmental awareness amongst our suppliers, contractors and partners;
- to use energy and water efficiently and in an environmentally responsible manner;
- to minimise waste generated from our business according to the principles of reduction, reuse or recycling waste where appropriate, and to monitor the treatment and disposal of residual waste;
- where practicable, use materials and processes that reduce the risk of pollution;
- to minimise any adverse environmental impact of any new development within Matthew Algie;
- to communicate within Matthew Algie and to the outside community, Matthew Algie's environmental performance and objectives;
- to raise awareness internally of the company's environmental impact, activities and performance, and to promote individual good practice and behaviour change both at work and at home;
- to document procedures and continually progress in environmental performance through setting clear objectives, and regular measurement, review and audit of our standards and objectives. The Environmental Committee brings together a cross-section of employees from different departments to manage this process.
- to align this policy, our procedures, objectives and activities with our broader sustainability goals as detailed in our Sustainability Plan.

Whilst Matthew Algie accepts the main responsibility for implementation of this policy; employees have a very important role in cooperating with those responsible for safeguarding the environment and are expected to assist and cooperate in the implementation of this policy.

The main responsibility for implementation of this policy lies with the Directors. The Policy has been endorsed by the Board of Directors who give their full support to its implementation.

Endorsed: Nick Snow, Managing Director

Date: 05/08/2024

Matthew Algie UK & Ireland

APPENDIX

1. Environmental Management Policies and Practices

Matthew Algie is committed to promote sound environmental management policies and practices throughout the company, encompassing all employees, customers and suppliers. Detailed below are examples of these.

Area	Environmental Management Policies and Practices	Details
Employees	Leadership Pledges	Our 'Leadership Pledge' initiative consists of 10 pledges departments can chose and aim to achieve throughout the year. These are reviewed annually, with feedback given and pledges reviewed and amended as required. This is successful in promoting good environmental management within our operations.
	Environmental Committee Goals	Our environmental committee meet quality, consisting of staff from across departments and sites. They produce annual internal goals and promote these across the business.
	Lunch and Learn	'Lunch and Learn' sessions are carried out monthly, managed by the sustainability team. These look to address environmental issues, e.g. EUDR regulations, and look to promote environmental due diligence for our staff.
	Internal Training	Environmental due diligence training is part of our induction process, highlighting our environmental management policies and practices, relevant for every member of staff. Additional training relating to our policies and practices is delivered to relevant staff and reviewed annually.
Suppliers	Compliance with our guidelines and policies	Suppliers are required to be compliant with our policies and environmental management guidelines. This ensures that our supply chain are compliant with our standards and are engaged with our environmental goals. We have policies detailing our specific approach to <i>Green Coffee Sourcing and Purchasing, Deforestation and Palm Oil</i> . See Appendix Section 3 for more details on what is communicated to suppliers through our <i>Supplier Manual</i> and supplier contracts.
	High Risk Raw Ingredient Risk Assessments	All high risk raw materials that are bought by Matthew Algie are risk assessed and scored based on their country of origin and supplier processes.
Customers	Communicating our environmental targets and practices	It is important that our environmental management policies and practices are communicated to our customers via our website, packaging and account managers.

2. Requirements of BS EN ISO14001

ISO 14001 is an environmental management systems standard that sets requirements for handling environmental responsibilities and establishing a high quality environmental management system. To achieve an ISO14001 certification, businesses must meet certain requirements, including:

- Developing and implementing an environmental management system.
- Conducting a thorough environmental impact assessment.
- Setting environmental objectives and targets.
- Monitoring and measuring environmental performance.
- Continually improving the environmental management system based on regular reviews and evaluation.

3. Environmentally Responsible Procurement of Goods and Services

As detailed below, the relevant sections of the Matthew Algie Supplier Manual to ensure that the procurement of goods and services is environmentally responsible.

Reference	Criteria	Requirement
6.1	High Risk Raw Materials	When selecting sources for ingredients and raw materials, the Supplier should be aware of any identified negative sustainability impacts associated with these products (e.g., palm oil and

		deforestation, cocoa and child labour or cotton and water pollution/scarcity) and implement actions to mitigate for these risks.
6.2	Prevention of Deforestation	<p>Supplier shall use best endeavours to ensure that:</p> <ul style="list-style-type: none"> the Products contain, have been fed with or have been made using raw materials that were produced on land that has not been subject to deforestation after December 31, 2020; and for Products that contain/made using wood, that the wood has been harvested from the forest without inducing forest degradation or negatively impacting biodiversity after December 31, 2020. <p>The prevention of deforestation is of particular concern in some supply chains, including the sourcing of coffee, cocoa, palm oil, pulp and paper, soy, tea, timber, sugar, metals, and rubbers. Where Supplier provides Products such as these raw materials, the Supplier shall:</p> <ul style="list-style-type: none"> Maintain a complete set of records to trace the supply chain of Products. At a minimum, the raw materials should be traced back to municipality (or equivalent). This information should be provided in the Product specification information, with any changes to be notified to the Buyer as soon as reasonably practical. Commit to a process of continuous improvement with the intention of: <ul style="list-style-type: none"> Achieving 100% of high-risk raw materials certified in a no-deforestation compliant certification (where an applicable certification exists). Controlling, monitoring, and verifying compliance with no deforestation regulations, policies, and commitments in all tiers of the supply chain, supported by capacity building for employees/suppliers (where relevant). Supporting or implementing ecosystem restoration and protection projects with timely monitoring and measured outcomes.

4. Environmental Performance and Objectives

Since 2022, we have committed to 'Net Zero by 2040', with our roadmap being published. In May 2024, we aligned our carbon reduction targets with SBTi and published these on our website ([here](#)). This alignment provides a transparent and structured trajectory for our targets and reduction efforts.

Internally, we hold quarterly environmental meetings where each year, environmental targets are set in line with the four workstreams of our 'Net Zero 2040' roadmap. Progress is assessed every quarter, with feedback given to the relevant areas of the business. The 2024 environmental targets are below:

Placing GHG emissions at the core of our business decisions	1	Publish our calculated GHG emissions so they are publicly available and update annually on progress.
	2	Align our environmental goals with SBTi targets and publish.
	3	Create, share, and agree scope 3 reduction plan with key suppliers.
Operating efficient sites	4	Reduce percentage of waste that is not recycled to less than 10%.
	5	Reduce the percentage of food waste produced by 50% from our baseline year.
	6	Use 100% renewable gas and electricity in our buildings.
	7	5% reduction per tonne of roasted coffee
	8	20% of packaging is recyclable. (laminates and valves).
Moving to low carbon logistics and transportation	9	10% transition to electric fleet.
	10	Reduce our fleet emissions by 10% from our baseline year.
	11	Obtain emissions data from our top 5 transport providers.

Sourcing sustainably	12	100% of relevant staff trained in human rights and environmental due diligence processes.
	13	90% of our coffee has at least one certification.
	14	100% of suppliers have been sent an up to date copy of our supplier guidelines.
	15	HREDD risk assessments and action plan on at risk supply chains are completed.
Helping our employees and customers to live low carbon lifestyles	16	100% staff trained on environmental issues.
	17	Introduce Cycle to Work.
	18	100 hours of conservation volunteering donated by employees, customers or suppliers.