



## Vintage Roots' Environmental Policy

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## Introduction

Vintage Roots Ltd was established to supply and promote the benefits of its organic wines and other organic drinks ranges. From Day 1 (1986), this Berkshire-based operation has only worked with wines that meet and exceed its firm and uncompromising standards, for wines of the highest authentic quality, produced and nurtured by low impact producers who proactively work towards sustaining and enriching their local environments.

Clearly we recognise that the running of any business will have some adverse impacts on the wider planet and that it's our responsibility to manage our environmental footprint. Our ongoing success means that we are currently responsible for maintaining an office, a warehouse and fifteen or so staff. We run a small fleet of four delivery vehicles, a hard-working couple of forklifts and a fair wadge of packaging.

Our ongoing quest to source the best available wines entails some travel throughout the UK and further afield, which we keep to a minimum. We take our responsibility to source and import the very finest organic offerings from around the world very seriously indeed!

## Company Vision

We want everyone to think organic and drink organic because we believe it's better for you and better for the planet.

## Company Mission

To bring you quality organic drinks that are fine on the palate, kind to the planet and fair on the pocket

## Company Values

- **Sustainability:** We do our best for the environment, respect nature; and we will always be 100% organic.
- **Ethical:** Our choices in all that we do are ethically led.
- **Continually improve:** To innovate, evolve and remain profitable whilst always delighting our customers.
- **Listening:** We listen to our community of employees, customers and suppliers (our stakeholders), for what they can teach us.
- **Inclusive and fun:** We are inclusive, respect personal differences, embrace diversity, and we aim to have some fun.
- **True delivery:** We provide friendly, kind and reliable service at all times.

We are committed to measuring the impact of our actions on the environment whilst establishing strategies to mitigate these. We are using various frameworks to measure our social and environmental impact:

1. **Compare Your Footprint:** to measure our Greenhouse Gas footprint.
2. **B Corp's Impact Assessment:** to measure our whole business' social and environmental impact, which includes: governance, workers, community (local economy and suppliers), environment and customers.

## Scope

This Policy applies to any facilities or premises that we manage, including our headquarters and bonded warehouse.

## Recognition

We recognise that as a beverage retailer, our business has a significant impact on the environment, including, though not limited to, our energy use; the emission of GHGs (greenhouse gases) both as a direct result of our own business activities, both in our procurement and throughout our supply chain; our business travel; the creation of waste (including packaging and operational waste); use of water and the potential environmental impacts on nature and biodiversity indirectly through the growing and farming of the products we sell.

## General principles

We commit to doing the following to protect the environment:

- Trade solely with certified organic suppliers that mirror our wider environmental aspirations through their products, goods & services.
- Comply with all environmental legislative requirements.
- Measure, monitor and report on our Scope 1, 2 and 3 Carbon Emissions at least annually.
- Support conservation projects by purchasing carbon credits to cover our Scope 1 and 2.
- Apply best practices and adopt a leading stance in the development of a greener product supply chain.
- Explore the use of the most environmentally friendly transport options via our logistics partners.

- Evaluate all aspects of our business to ensure that we constantly provide the best products to our customers whilst reducing the impacts on the environment.
- Support the use of environmentally responsible materials and technologies by promoting renewable and sustainable resources and ensuring products are recycled or disposed of in the most environmentally friendly way.
- Look to reduce the use of printed materials, such as brochures, and use recycled paper and electronic alternatives more.
- Engage our employees, customers and supply partners on our environmental policy.
- Ensure environmental awareness training forms part of all staff members' regular training plans.
- Closely manage any environmental risks at our facilities.
- Consider environmental factors whenever we make a business decision.

## Monitoring and managing greenhouse gas emissions

We've done whole business greenhouse gas footprinting for a few years now. We commit to do this exercise annually and share it publicly.

For 2023, our overall footprint is as shown:



**Reporting Period:** 1st Jan 2023 - 31st Dec 2023

**Organisation:** Vintage Roots

**Industry Sector:** Retail sale of food, beverages and tobacco in specialized stores

**Methodology:** Greenhouse Gas Protocol Corporate Standard: Location-based

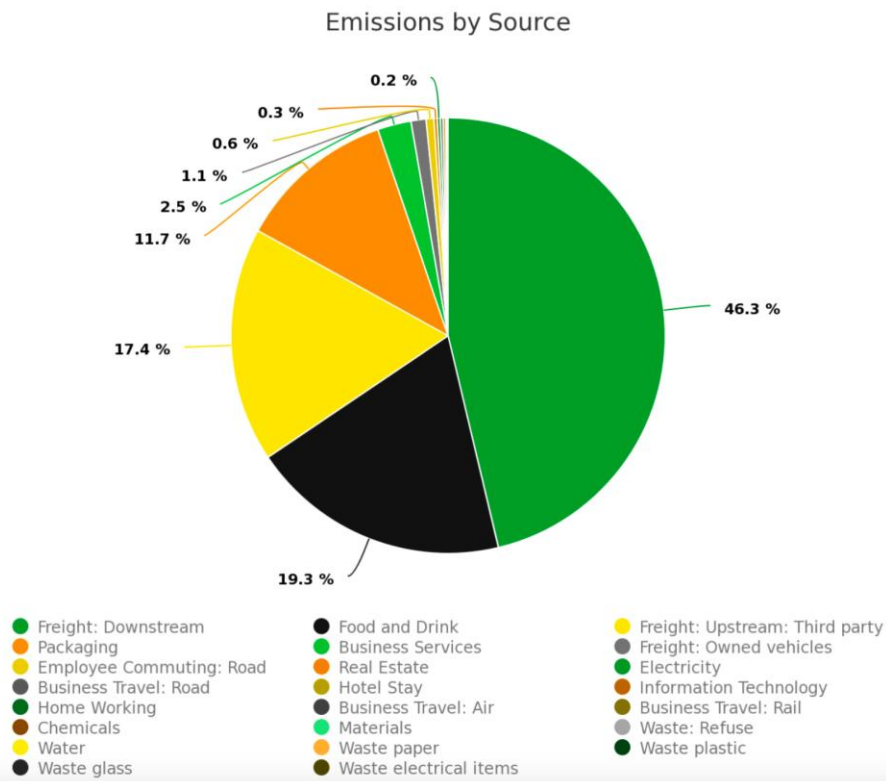
### Total Reported Greenhouse Gas Emissions and Intensity Ratios

tonnes of carbon dioxide equivalent emissions (tCO<sub>2</sub>e)

Scope	Total (tCO <sub>2</sub> e)	tCO <sub>2</sub> e / £ million revenue	tCO <sub>2</sub> e / m <sup>2</sup>	tCO <sub>2</sub> e / FTE
Scope 1	25.046	4.678	0.037	2.087
Scope 2	3.873	0.723	0.006	0.323
Scope 3	2309.343	431.350	3.371	192.445
All Scopes	2338.262	436.751	3.414	194.855

The emissions by source are as shown:

2023 Report Greenhouse Gas Inventory Vintage Roots



## GHG reduction targets 2024

Area	Current CO2	Reduction target 2022	How we achieve our target
Freight (upstream & downstream)	1515 tCO2e	10%	<ul style="list-style-type: none"> <li>Explore how we can use more clean or low-emission vehicles (e.g. hybrid, LPG, electric) to transport and distribute products</li> <li>Invest in using strategic planning software to minimise fuel usage and shipping footprint</li> <li>Train our own drivers in fuel efficient techniques and partner with third party distribution companies who do the same</li> </ul>

Packaging	274 tCO <sub>2</sub> e	10%	<ul style="list-style-type: none"> <li>• Talk to suppliers about using more recycled glass and/or lighter alternatives to glass bottles</li> <li>• Talk to suppliers about how they could reduce packaging</li> <li>• Re-use as much incoming packaging for outgoing deliveries as possible</li> </ul>
Printing	15 tCO <sub>2</sub> e	10%	<ul style="list-style-type: none"> <li>• Make more concerted effort to print less</li> </ul>
Energy	5 tCO <sub>2</sub> e	5%	<ul style="list-style-type: none"> <li>• Ensure turn off all electrical items at night</li> </ul>

## Carbon offsetting

Carbon offsetting is a way of compensating for the emissions produced with an equivalent carbon saving. Naturally, we only offset those elements we can't actively control or aren't able yet to reduce whilst actively encouraging our suppliers to follow our lead.

At this point it's worth highlighting as a rule of thumb wines produced organically carry only half the eco-footprint of their conventionally produced peers. Carbon offsetting involves calculating emissions and then purchasing 'credits' from emission reduction projects. The word 'regenerative' is being used a lot these days when agriculture is being discussed. There is no doubt that agriculture, including viticulture, is a contributory factor to climate change and biodiversity loss. We believe it's very important that regenerative work is done alongside organic farming work too. In this way, vitally important topsoils can be protected and enhanced, to sequester more carbon than they produce, and be resilient for future generations.

Vintage Roots are proud to deal with two of the first and biggest Regenerative Organic Certified vineyards in South America, Domaine Bousquet in Argentina and Emiliana Organic in Chile. Supply from these two estates provide a meaningful percentage of our wine bottle sales. We will look to engage preferably with more ROC wine estates in the future as they become available.

We acknowledge that 'carbon offsetting' isn't a silver bullet for climate change, however it does provide a worthwhile benchmark by which socially responsible businesses like ours can be judged whilst at the same time fostering healthy debate.

As a large proportion of our footprint is Scope 3, we commit to purchasing certified carbon offsets for our Scope 1 and 2 at the moment.

## Products and materials

In our purchases in our own office and facilities, we strive to ensure we follow these principles:

- Reduce the use of virgin resources and materials [stationery, packaging for outgoing deliveries].
- Work to ensure all products we use as a business are durable, repairable and have an end-of-life solution.
- Avoid virgin synthetic materials (or broader fossil fuel derived raw materials) where natural materials are available and affordable.
- Use items made from FSC or PEFC certified for wood and wood-based materials, including product packaging, office supplies, etc.
- Look to use recycled, upcycled or salvaged materials wherever possible (office desks, trade show materials, etc).

In terms of the input materials for our core products, we already purchase 100% organic beverages. The cardboard content we buy is at least 75% from recycled material and the rest from FSC certified wood sources, and the packaging is fully recyclable also. Our pulp packaging where used is also compostable.

## Supply chain

Vintage Roots' approach with suppliers is:

- Where possible to minimise the amount of stock we order and hold in order to minimise wastage and transportation costs.
- Always try to source from suppliers that comply with our Supplier Code of Conduct, and hold environmental certifications.
- Work to establish long-term partnerships wherever possible.

In our purchasing of products for sale to our customers, we commit to screening 80% of our significant suppliers on their social and environmental performance via our Supplier Code of Conduct and Supplier Assessment. These documents assess the following:

- Ownership demographics
- Are they located in low-income communities or create employment opportunities for other chronically underemployed populations



- Compliance with all local laws and regulations, including those related to social and environmental performance
- Good governance, including policies related to ethics and corruption
- Positive practices beyond what is required by regulations (e.g., excellent labour practices, environmentally-friendly manufacturing processes:
  - GHG emissions + reduction targets
  - Energy usage + reduction targets
  - Water usage + reduction targets
  - Waste production
  - Chemicals of concern
  - Risks to biodiversity

We know there is more we can do to encourage our suppliers to move to lighter weight/lower emission bottles and cans. Therefore, we commit to have more pro-active conversations on this topic with our suppliers.

We use Greenhouse Graphics for all our printing services, thereby championing sustainable printing. There are only a handful of such print centres in the UK that are EMAS accredited. This internationally recognised accreditation is widely seen as the ultimate environmental accreditation for environmentally conscientious businesses and organisations.

## Green travel

At Vintage Roots, we consider the following when conducting business travel:

- **Financial sustainability:** the total financial cost of employees' business trips and the impact of business travel on operational effectiveness and efficiency. For example, the financial cost of the business trip and the time spent travelling where an employee is unproductive.
- **Social sustainability:** the health and safety considerations and impact of travel on employee wellbeing. For example, ensuring that travel policy and practices adhere to health and safety legislation and that travel demands placed on employees do not lead to stress or other health impacts.
- **Environmental sustainability:** the environmental impact of the organisation's operations and its employees' business trips. For example, managing business travel to minimise GHG, carbon dioxide (CO<sub>2</sub>) or pollution; and adopting sustainable procurement practices to ensure suppliers operate in an environmentally conscious manner.

To achieve these, Vintage Roots will manage its business travel so as to:

1. **Reduce the need to travel**, avoiding unnecessary journeys and finding alternatives to travel.
2. **Use alternative means of travel**, reducing CO2 and congestion while potentially making better use of travel time.
3. **Reduce vehicle use and improve the efficiency of operation**, minimising wastage, optimising fuel efficiency and using clean technologies where appropriate.

At Vintage Roots, we encourage the following alternatives:

- **Alternatives to travel:** replacing face-to-face contact with virtual meetings, such as teams or zoom or teleconferencing.
- **Travel blending:** reducing the frequency of business travel by combining meetings into one trip and managing time better. Encouraging car sharing or other group travel for multiple employees travelling to the same location.
- **Efficient modes:** encouraging and directing staff to more sustainable and carbon-efficient modes of travel such as riding a bike or prioritising public transport over individual vehicle use.
- **Utilise freight or shipping methods with lower environmental impacts** (e.g. avoiding air shipment).
- **Environmentally certified or sustainable accommodation**, choosing sustainable travel options on Booking.com and using sustainable travel agents, such as GoodWings, to help us balance our necessary travel.
- **Reuse towels and avoid single-use plastics** in hotel rooms and while travelling.
- **Encourage staff to carry reusable packaging** and items, such as reusable coffee cups.

## Health and wellness

At Vintage Roots, we aim to maximise comfort and well-being of employees in workspaces by ensuring:

- Office space is adequately ventilated
- Access to natural light
- Temperature regulation
- Effective acoustics management
- Outdoor access

## Waste reduction programme

We deploy sound waste management practices, including compliance with the requirements of the Producer Responsibility Obligations (Packaging Waste) regulations. We stubbornly insist that all cardboard, paper, and glass is segregated and dispatched for recycling.

To prepare Vintage Roots to comply with the new Plastic Tax and Extended Producer Responsibility Legislation, we work with our data partners ERP UK and compliance partners Biffa to ensure we comply with all relevant laws, including the Producer Responsibility Regulations. We do this by working with ERP UK to analyse our data and Biffa to purchase Packaging Recovery Notes (PRNs) to offset our obligations.

Purchasing of PRNs is a funding mechanism which will allow Vintage Roots to contribute back to the recycling industry to offset the waste we produce in our business operations, funding areas such as new recycling equipment or help financing recycling waste collections, including road-side wheelie bins.

By doing this Vintage Roots is committed to ensuring our responsibility as a waste producer is taken seriously and we can help contribute to a sustainable future.

In relation to general waste we have the following practices in place:

- Provide recycling bins in the office for all consumables.
- Recycle all materials including paper, card, plastics that are recyclable in the office and aim to reduce the non-recycled waste to close to zero.
- Do not dispose of solid waste in a manner which violates laws e.g. onsite burning.
- Aim to reduce our paper usage.
- Provide reusable coffee cup and utensils to employees and incentives for use
- Proactively work with suppliers and contractors to minimise waste, water and energy use.

### Monitoring and targets

Waste production is measured quarterly. We already recycle 99% of our waste but our target is a 10% reduction of annual waste production relative to the previous year.

## Monitoring and managing energy use

Currently all our facilities are on 100% renewable energy tariffs and we commit to maintaining this. We are working with our landlords to make energy efficiencies in all of our facilities. All our staff are all fully inducted on our green office practices [see below in Virtual Office Stewardship].

## Monitoring and targets

Metre readings are taken quarterly in order to monitor and record energy usage. Our target is a 5% reduction of annual energy usage relative to the previous year.

## Monitoring and managing water use

Water-saving initiatives can help organisations to demonstrate sustainability, reduce their carbon footprint as well as showing leadership in environmental management. Improving water efficiency also saves on the water bill!

The most effective water-saving strategies are those that have staff buy in, so we educate employees to help them understand the importance of conserving water and persuading them to modify aspects of their behaviour.

Some of the initiatives we use are:

- Dual flush toilet cisterns which offer a full or half flush
- Maintenance checks for leaks and overflow are performed quarterly
- Leaking pipes and taps are repaired promptly
- Water metres are regularly monitored to detect usage and leaks
- Pipes are well insulated to protect against frost damage
- Use of water is minimised
- Water usage is reviewed on an annual basis
- Add a brick in the cistern to limit use
- The use of signs & posters to promote a water-efficient culture
- Suggestion scheme for employees to share their water-saving ideas
- Encourage employees to report issues, such as dripping taps or leaking pipes
- Dishwasher only goes on when full and on eco / water-saving setting
- Staff are regularly reminded to minimise the use of water
- Harvest rainwater for washing our vehicles

## Monitoring and targets

Metre readings are taken quarterly in order to monitor and record water usage. Our target is a 5% reduction of annual water usage relative to the previous year.

## Monitoring and managing chemical use

At Vintage Roots, we:

- Only use biodegradable chemicals at our offices for cleaning that are safe for human health and ecosystems.
- Only use chemicals in manufacturing that conform industry best practice standards e.g. the ZDHC Manufacturing Restricted Substances List.

- Ensure that hazardous waste products such as batteries, electronic equipment, paint and printer inks, are disposed of responsibly.

We want to ensure that our electrical items that are classified as E-waste are recycled or disposed of in an environmentally responsible manner:

- Never dispose of e-waste in a dustbin or alongside regular refuse
- We recommend the use of WEEE Recycle (Waste Electrical and Electronic Equipment)

WEEE items may contain toxic substances and may also hold sensitive data. Legal requirements exist that instruct the process of correct electronic waste disposal. The disposal procedure for e-waste in the UK is a systematic one. The WEEE directive states regulations that are to be followed for electronic waste recycling and correct disposal.

## Virtual office stewardship

A virtual office is an arrangement where some employees execute business functions in a non-centralised office (e.g. from home) operating over the internet.

Working from home reduces our carbon footprint. Reducing an employee's commute to the office and allowing them to be more mobile or home-based is one effective way of reducing our carbon footprint.

In all our activities, working practices and business relationships, we are committed to protecting, conserving, and enhancing all aspects of the environment over which we have control or can influence.

Company-wide commitments:

- Reduce the impact of energy use in our home office
- Reduce paper usage
- Source environmentally benign cleaning products
- Procure sustainable stationery products
- To purchase locally wherever possible
- Reduce the impacts of transportation usage
- Reduce the total amount of waste produced
- Safely store and carefully use chemicals

Our 'green rules' help us maintain an awareness of reducing our impact on the environment and it starts with the following small daily chores.

## Travel

- Use road travel as a 'last resort' means of communication with clients
- Use webcams, conference calling and audio conference as much as possible
- Have meeting days, not individual journeys
- Use public transport whenever possible

## Energy

- Encourage workers to switch to a renewable energy tariff at home, where in their control.
- Turn off all office electrical items when not in use.
- Unplug mobile phone and laptop chargers when not in use – they use power even when the device is not charging.
- Reduce the energy consumption for office refreshments (boiling the kettle, only refilling it with the required amount of water).
- Conserve office heating (adjust settings, block out glare, energy efficient bulbs, clothes).
- Use energy-efficient lighting.

## Water

- Use tap water rather than bottled water
- Ensure taps are not left running for longer than necessary
- Use the dishwasher only when full & run on eco-friendly cycle
- Use the short flush facility on your toilet cistern if possible

## Paper

- Aim to reduce amount of printing and paper
- Minimise the use of paper in the home office
- Buy recycled and recyclable paper products
- Reuse and recycle all paper

## Office supplies and cleaning materials

- Recycle all office waste where possible (paper, plastic, glass, water)
- Evaluate if renting/sharing is an option before purchasing equipment
- Evaluate the environmental impact of any new products before purchasing
- Favour more environmentally friendly and efficient products wherever possible
- Replace parts instead of replacing your entire device. For example, buy a new battery for your smartphone or a second hard disk for additional memory for your computer

- Purchase multi-functional devices. Instead of owning a separate printer, scanner, and copier; search for a device that incorporates all the functions you need
- Extend the lifespan of the products you have by using them with proper care and maintenance
- Seek vendors that prioritise Environmental, Social, and Corporate Governance principles. Select products from vendors with a track record of prioritising environmental and social stewardship e.g. Backmarket
- Use environmentally friendly cleaning materials such as Ecover and Delphis
- Cleaning cloths to be reusable rather than single-use disposable wipes

## Culture

- Have plants in your home: Plants improve the quality of air and help to remove toxic chemicals, enhancing mental state
- Involve partners, family or housemates in the implementation of this policy, for greater commitment and improved performance
- Work with suppliers, contractors and sub-contractors to improve their environmental performance
- Use local labour and materials where available to reduce CO2 and help the community