



Environmental & Sustainability Policy

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Reference	Environmental and sustainability Policy
Issue No	V3
Date issued	December 2023

Statement of intent

At Motif8 embroidery and print Ltd we believe that to be successful over the long term we need to create value for our customers and for society as a whole. Climate change and resource scarcity are amongst society's greatest challenges. As a company which has customers internationally we are fully committed to minimising our operational impact on the environment when and wherever possible. This is core to ensuring we do business the right way.

As a minimum this requires compliance with all relevant legislation and other requirements in the countries in which Motif8 operates. This means protecting the future by making the right choices in an environment, where available land fill is scarce and natural resources are constrained.

As a company we have indirect environmental impact through our production processes and procurement practices. We recognise the complex challenges of achieving sustainable development in the regions where we operate. The social and economic consequences of a changing climate will increasingly have an impact on our customers and clients.

We also have direct environmental impact through the use of natural resources in our operations. Our environmental management activities are focused on several key areas. The most crucial being the way we use our factory and distribution networks. While carbon management is a key priority, we have expanded the scope of our environmental management programme to include water and waste.

The Directors are responsible for promoting a culture which environmental issues are seen as integral and essential to the company's services and activities.

The Company requires the full and active participation of all our employees in order that the principles outlined in this policy statement may be achieved.

Signed



Chris Pomfret

Director

Motif8 Embroidery and Print Ltd

Date: 13 / 12/ 2023

Scope

This policy covers Motif8 Embroidery and Print Limited in its entirety, including all subsidiaries.

Aims and Objectives

Motif8 aims to reduce its impact on the environment and ensure sustainability by:

- At a minimum, compliance with all relevant legislation and other requirements in the countries in which it operates.
- Reduction and where possible prevention of pollution.
- Optimising the distribution networks and route planning across all our operations
- Reducing carbon emissions from our own operations by investing in energy efficient technology, improving our energy management and managing our business travel.
- Eliminate or reduce all types of waste, with key focus on what is valuable for both the environment and our customers. This will improve our overall efficiency, quality and environmental performance.
- Aim to use most efficient technologies and apply best practices in order to further optimise energy and water consumption and minimise waste generation.
- Efficient and environmentally responsible use of water, including the disposal of waste water and by-products.
- The recycling and re use of decommissioned machines, equipment and information communication technology to appropriate parties.
- Ensuring where possible the procurement of garments from suppliers which follow the initiatives below and preferential choice when selecting suppliers.
 - Ethical Trading initiative
 - Fair labour association
 - Oeko – Tex 100 standard
 - Worldwide responsible accredited production (WRAP)
 - Fairtrade
 - Sedex
 - Reach
 - Fair wear foundation
- The packaging of our products is crucial to guarantee our high quality garments, ensuring that the customer receives the products on time and the product is delivered first time to its intended destination.
- Optimise the weight and volume of our packaging.
- Support initiatives to recycle or recover energy from used packaging.
- Raising our employees' awareness of environmental issues, encouraging environmentally responsible behaviour and providing appropriate training to enable them to play a full role in implementing our environmental policy.

Responsibilities

This section details the organisation and arrangements for implementing the policy and responsibilities for key personnel within Motif8 Embroidery and Print Ltd.

The Director is responsible for:

- Overall responsibility for the environmental and sustainability affairs of Motif8 Embroidery and print Ltd.
- Appoint / delegate duties to nominee who will act upon the Directors behalf.
- Promote awareness and good practice amongst employees.

Operations Manager is responsible for:

- Keep up to date with legislation changes and new requirements, which would require adjustments to policy and responsibilities.
- Implement changes in processes and policy to comply with change in legislation.
- Monitor and review current policy, ensuring compliance.
- Monitor the energy consumption.

Production Manager is responsible for:

- Develop, implement and maintain reduced emissions for business travel and dispatches of orders to customers.
- Monitor the re use and recycling of materials and packaging.
- Monitor the disposal of waste and potential polluting items.
- Enforce the standards set to hit energy consumption targets

Heads of departments are responsible for:

- Monitor the area of their responsibility to ensure compliance with company policy.
- Promote awareness and training for best practices for those employees under their control.

In Practice

Mechanical equipment and machinery

Ensuring that equipment is maintained as per the manufacturer's guidelines, regularly serviced and cleaned by operatives and all major service intervals are carried out by a designated professional (normally manufacturer). This will extend the life of equipment and reduce the likelihood of engaging in high GHG tasks such as shipping new equipment from Japan.

In the event newer more effective equipment is available a case study should be developed to weigh up the advantages, disadvantages of upgrading equipment and if it is feasible to do so.

When equipment or machinery fails the procurement should take into considerations the advancements in technology and the benefits this could bring towards reduced pollutions, waste and efficiency. However, it must also be taken into consideration the carbon footprint of potentially importing or delivery of equipment and machinery to the site.

Due to the nature of the industry when equipment or machinery becomes unserviceable and is classed as decommissioned, they can be broken down into parts to repair or service other machinery. In partnership with the manufacturers and their service engineers much of the equipment can be return into the reverse supply chain or sold to other similar companies.

Vehicular operations

The company's vehicle fleet will be considered with the same outline as the mechanical and machinery with regards servicing, repairs and replacement. However further consideration must be put into action when planning travelling.

Local deliveries are to be carried out by employees of the company. Prior planning of the route is to ensure that the most effective route is taken, which minimizes the carbon footprint and delivers orders to customer in a logical order. For example, a driver will make multiple deliveries in one, road, area or town before moving to another area. This will avoid excess mileage travelling backwards and forwards to locations.

For longer distance deliveries the company uses a courier service. The large volume of orders are collected once per day and taken to a distribution hub where the courier company will ensure that the delivery of the orders are carried out with similar efficiency and minimal carbon footprint.

To help reduce carbon footprint the dispatch employees are instructed to use boxes which are the correct size for the order. This ensures space isn't wasted in any vehicles carrying out deliveries and more items can be delivered in one journey.

Waste management

Due to the nature of the company a large amount of orders are delivered in cardboard boxes. To reduce the amount of waste, which is sent to landfill, the cardboard is reused in the factory. Orders are stored within boxes which then travel around the factory. Completed orders are sent to customers using boxes which have come in on deliveries. Long term storage of stock and other items also uses the boxes in which items came from suppliers.

In the event the factory accumulates a surplus of cardboard, a local recycling company is contacted to collect and dispose of the cardboard responsibly. A similar process is also carried out for plastic bags, although this is on a much smaller scale.

Single use plastics are not to be procured and no longer offered to customer with regards to packaging of clothing items. In the event a supplier uses single use plastics to ship items, they are to be collected and reused where possible.

Procurement of clothing and other fabrics

Within the textile industry a very large volume of the fabric is made in China and Pakistan. This fabric is then exported all over the world and made into clothing. This makes the textile industry one of the most polluting and largest carbon footprint industries in the world. Additionally modern slave labour is also heavily associated with the industry in third world countries.

Motif8 works with suppliers and manufactures to ensure that this is prevented and any clothing which is purchased and imported is not product of modern slavery and meets sustainable targets. Many of the suppliers also ensure this and are members of the following organisations.

- Ethical Trading initiative
- Fair labour association
- Oeko – Tex 100 standard
- Worldwide responsible accredited production (WRAP)
- Fairtrade
- Sedex
- Reach
- Fair wear foundation

Additionally where possible the company will use manufacturers and weavers based in the UK. This has significant smaller carbon footprint, however at this time it is a much smaller industry and selection of garments.

Energy Consumption

To enable the reduction of fossil fuels and reduce the companies energy consumption the promotion of the following areas is key to guarantee cooperation from employees.

Planning Production work flows ensuring the most efficient use of the factories time and machinery. Avoiding the “re running” of embroidery and screen print logos. Combining orders to ensure work is carried out in bulk and reduce the time machinery is running. Production meetings are to be carried out by the production manager.

When machinery is not in use it is powered down. Due employee breaks and when an employee phones in sick. This will reduce the amount of electricity the factory equipment uses. This is to be enforced by the production manager.

Any new buildings and premises will be installed with LED lighting and PIR sensors to ensure these areas are not light needlessly. All current sites have had this conversion.

The purchase of Electric or hybrid vehicles where possible and cost effective to do so. The use of the existing electric vehicle fleet is to be used where possible to reduce the use of fossil fuels and carbon footprint.

Waste Water

With the production of screen-printed clothing, the cleaning of screens produces waste water laced with debris. This wastewater cannot be disposed of in the local drainage, local water purification systems or make its way into the water course. The region facilities are not capable

of purifying the chemicals from the water and would result in polluting the water course or local populace.

To dispose of this waste water it must filtered through Motif8's filtration system. The filter captures harmful debris using 75 micron and 20 micron filters which clears the water to a manageable level for the local water purification facilities.

The Production and Operations Manager are to ensure that the water filtration system is maintained and is operating with the correct filters.

Local & Accidental Pollution

In the process of manufacturing screen printed clothing, plastisol inks are used to decorate the garments. The incorrect disposal of these ink could result in the pollution of the water course.

To dispose of the empty ink containers which still contains residue of plastisol ink, As much of the ink is to be removed and used on orders as possible. The remaining ink in the container is to be cured. Changing the state of the ink to a solid. The container and ink can then be disposed of with the other plastic waste.

Customer Health

As an ongoing aim Motif8 Embroidery and Print Ltd will always choose chemicals and products which are less hazardous to health. This is twofold, to ensure the health and safety of our employees and customers.

Where this is not possible; or chemicals and process produce products with negative effects which may be hazardous to health of our customers. Clear labelling, warning and advise will be attached to the product.

Currently Motif8 Embroidery and Print does not produce any products with negative effects which could harm customers.

Targets

Vehicular operation

This target looks to reduce GHG emissions in Scope 1 regarding the vehicle fleet. With the recent purchase of electrical or hybrid vehicles within the company, the intention is to significantly reduce the amount of GHG emissions created from petrol and diesel vehicles. Where possible electric vehicles will be used over their fossil fuel counterparts.

Organised vehicle journeys to reduce unnecessary mileage and returning to sites already visited. In addition, consideration of vehicle load and customer orders which have been completed.

Using the data from the vehicle fleet fuel consumption spreadsheet the company's intention is to reduce the GHG emissions generated by the vehicle fleet by 10% each year.

Year	CO2 Kg
2022	9,200.20 produced
2023	8,186.21 produced
2024	7,367 target
2025	6,630 target
2026	5,967 target
2027	5,370 target
2028	4,833 target

Where possible further electrical vehicles will be procured to aid in bringing the emission figures down. This will be crucial in the coming years, the company continues to predict growth and this will result in increased journeys and GHG emissions unless alternative transport is not sourced.

Central heating/ Methane Gas

This target looks to reduce the GHG emissions in Scope 1 of energy consumption within the company premises. Late in 2023 (October) the company replaced two old gas boilers which powered the central heating and hot water for the Motif8 factory. The two boilers were replaced with one newer and more efficient boiler.

In addition to a more efficient boiler, the company had already adopted a schedule to ensure that the boiler isn't needlessly on during periods when no staff are on site. During periods when the site is closed due to public holidays the boiler is turned off or to the lowest setting to avoid freezing of pipes.

Using the Methane gas consumption spreadsheet it is possible to see the significant decrease already achieved from 2021. There has been a 57% reduction of methane gas used. The intention is to continue the existing level of reduced M³ of gas consumption from the previous year (2023). Further reduction will be difficult to facilitate and will weather dependent.

Year	CO2 Kg/M3
2022	2,936.77 produced
2023	2,946.19 produced
2024	2,999 Target
2025	2,999 Target
2026	2,999 Target
2027	2,999 Target
2028	2,999 Target

Electricity consumption

This target intends to reduce the GHG emission of Scope 2 electric consumption. This includes all sites which are part of the Motif8 Group. The “Motif8” site is a manufacturer and produces all products which are either sold at the site; or transferred to retail sites (Rawcliffes). This means that the factory site will have consistently more electrical consumption.

The introduction of standard operating practices to reduce the unnecessary usage of equipment, or the re-running of production lines. In addition ensuring that training and awareness for employees to reduce the consumption of electricity by turning off unused equipment.

The introduction of passive infra red sensors on areas of the factory to automatically turn off lighting when no person is present; and replacement of lighting with more efficient LED lighting should aid in the reduction of consumption.

Using the electric consumption scope 2 report, it is possible to see a small decline in electrical consumption (KWh) from the 2022 period. Although the GHG emission are higher, this is due to the change in emission factors. Prior to this the consumption of 2021 was lower due to the Corona virus pandemic, which forced the closure of retail stores. With the introduction of additional machinery and electrical vehicles, as the company grows, it will be difficult to show significant reduction, especially since the industrial machinery are high voltage. Taking into consideration the adjusting emission factors set by the UK government, the aim is not to exceed the current consumption; and if possible, reduce usage by 1% each year.

Year	GHG Emissions
2022	9,997.29 produced
2023	9,045.33 produced
2024	9,246.00 Target
2025	9,153.54 Target
2026	9,062.01 Target
2027	8,971.39 Target
2028	8,881.68 Target

Note: GHG Emission include CO₂, CH₄ and N₂O. Based on UK Government emission factors guideline.

Water consumption

As there have been a number of issues around the consumption of water, either the water meter awaiting repair at one site; and the other site only recently being acquired, meaning there is little historic data available. It is difficult to set meaningful and realistic targets.

The water meter at the Motif8 factory has been reported to Northumbrian water and is awaiting repair. As soon as this has been carried out, water consumption figures can continue and realistic targets can be set. Until this point the water consumption of the site is not taken into consideration when setting targets

With the limited water consumption data from the Rawcliffes site. A target of maintaining the low consumption is in place.

All the water consumption data can be found in the water consumption report, a summary of which is included below.

Year	Water Litres
2021	148,660 Consumed
2022	85,000 Consumed
2023	11,000 Consumed
2024	12,000 Rawcliffes Target
2025	12,000 Rawcliffes Target
2026	12,000 Rawcliffes Target
2028	12,000 Rawcliffes Target

Waste Disposal

This target looks to reduce the amount of waste generated by the full scope of the business. Using the waste disposal report, it is possible to see a decline in the amount of waste disposed in 2023 in comparison to 2022. Due to the Corona virus pandemic in 2021 and the impact this had on the business, less waste was generated and disposed than would have been if the sites were open for the full year. Although the data doesn't show a decline in litres disposed between 2022 and 2021, if the sites had been open for their full period it would have displayed a small reduction in litres disposed, estimated to be 3,840 Litres.

With new contracts in waste disposal with Cumbria Waste set to take effect from 01/04/2024, which introduces further recycling and energy recovery methods. It is intended that any waste generated by the sites is dealt with in a more environmentally conscious manner.

Single use plastics are no longer purchased or offered as an option with regards to packing of completed orders. Discussions with suppliers to stop the use of single use plastics are also ongoing with many manufacturers now falling in line with the plastic packaging tax introduced in April 2022. In the event plastic packaging is received from manufacturers, it is kept and reused where possible.

Replacements and alternatives of materials which are not recyclable is an ongoing endeavour. Where possible materials have been replaced for more environmentally friendly alternatives. Continued research and studies into other alternatives continue.

In addition to recycling more waste it is intended to reduce waste generation as a whole. The aim is to reduce waste by 5% each year.

Year	Waste Litres
2021	99,840 Disposed
2022	108,800 Disposed
2023	85,760 Disposed
2024	81,472 Target
2025	77,398 Target
2026	73,528 Target
2028	69,852 Target

Review

A review of all information will be carried out monthly on senior management meetings. This is to ensure that targets are being achieved; or measures are put in place to try to bring the area within target.

Measurements and findings are to be entered annually and any adjustment action taken place and recorded.

If any significant change in operations or activities takes place, the policy must be up date within a timely manner outside of the annual review.

The next scheduled annual review is set for 10/01/2025.