

# LEA & SANDEMAN COMPANY LIMITED

## Environmental & Social Management Objectives

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Responsibility for Environmental & Social Management within Lea & Sandeman Company Limited ('the Company') rests with the directors of the Company, Charles Lea and Hugh Field.

This Objectives Statement, which is to be observed throughout L&S, reflects the importance that the Directors and employees attach to protecting the environment and key social issues.

All practical and reasonable steps are to be taken to meet these objectives and this statement sets out the manner in which they are to be achieved.

### ENVIRONMENTAL MANAGEMENT OBJECTIVES

All Lea & Sandeman staff are to ensure that their actions protect and enhance the natural environment in line with the Government's environmental strategy and the principle of environmental sustainability.

The Company will seek the most environmentally-friendly path feasible whilst maintaining a high quality and commercial approach to business.

L&S will seek to work more closely those suppliers and producers who themselves demonstrate a clear and similar commitment.

#### Freight Import

- Minimise carbon emissions via greater freight forward efficiencies (eg ensuring full pallets transported wherever possible).
- Wine to be imported by road and sea wherever possible during cooler months to mitigate use of temperature controlled lorries.

#### Freight Export

- Fewer carbon emissions by minimising the amount of airfreight.

#### Warehouse & Distribution

- Greater energy efficiency: Reduce where possible use of water, heating, electricity.
- Packing materials: re-use boxes from wine suppliers, recycle & reduce.
- Maximise the recycling of waste thereby minimising the amount going to landfill.
- Delivery vans efficiency: via fuel efficiency / regular servicing / scheduling of routes to ensure fewer part loads.
- Reduce where ever possible express deliveries by taxi etc. (also use bike couriers wherever possible).

#### Consumable Items

- Only recycled plastic bags are used in the shops.
- We encourage the supply and reuse of L&S "Bags for Life" by retail customers.

#### Office & Personnel

- Provide environmental training.
- We encourage the use of public transport and cycling to work (e.g. through use of CycleScheme UK).

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- Use recycled paper.
- Consider whether printing is actually necessary and reduce the amount of paper used by printing using "Multiple Page" printing format.
- Reduce PC/electrical power load per desk by switching off / powering down appliances not being used/ when leaving office.
- Reduce the amount of bottled water used internally & externally.
- Challenge the need to fly; would Eurostar / train or a phone call suffice.

### Mailshots

- Eliminate wherever possible mail in favour of e-mail and web offers – mailshots only to be used in exceptional circumstances and to be pre-approved by a Director
- Reduce the amount of mailshot waste and if waste is generated ensure that it is capable of being recycled
- Seek to eliminate the usage of laminated paper in mailshots in favour of recycled or sustainable paper

### Public Relations

- Communicate to customers our suppliers' environmental credentials (eg organic and bio dynamic wines).

## SOCIAL MANAGEMENT OBJECTIVES

Labour standards and human rights should be a priority for every business, both in its own operations and its suppliers.

Key social issues we are particularly be aware of are those rights protected under the International Labour Organisation Declaration on Fundamental Principles and Rights at Work. These include: freedom of association and collective bargaining, forced and compulsory labour, child labour, and discrimination in the workplace.

Core labour standards and human rights abuses associated with employment as well as adverse community impacts can often cause company reputational damage, these include: paying a living wage (are suppliers paying workers enough for an adequate standard of living?), working hours, working conditions including health and safety, and personal security.

### Internally

- L&S adheres to the policy of a fair reward for every employee and no discrimination of pay between male / female, race, colour and creed etc.
- L&S's remuneration policy is designed to ensure that the remuneration packages attract, motivate and retain all employees of high calibre and to reward them for their contribution to L&S and the generation of revenue.
  - Commission for retail staff is based on sales targets and performance over prior years

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- Commission for wholesale sales and the support team is based on budgets and levels of revenue generation.
- Warehouse staff receive overtime payments.

### Suppliers

- The buying team at L&S should ensure that suppliers, and particularly when taking on new suppliers, maintain clear policies of paying a living for an adequate standard of living, working hours, working conditions including health and safety, and personal security.
- Wherever possible suppliers should be visited and working conditions and wages etc. assessed.

### Training

All new staff (except Warehouse Staff) will receive a formal briefing on the business from the Purchasing Manager and in their first few weeks spend at least one day in each of the shops and the Head Office so they can meet all staff.

All new staff in the Warehouse will receive a formal briefing on the business from the Warehouse Manager and in their first few weeks will visit each of the shops and the Head Office as part of their scheduled duties.

Subject to certain conditions, L&S will sponsor employees up to Diploma level with the WSET.

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