



Sustainability

Our practices, policies and goals





Our Sustainable Future

At Ask the Office we are committed to working in a way that ensures we achieve a positive and far-reaching social, economic and environmental impact, sharing our successes and challenges along the way.

The scientific consensus is clear: We must limit global warming to 1.5°C. To achieve this, the planet must reduce 50% of greenhouse gas emissions by 2030 and achieve net-zero emissions by 2050. Our company is building a more sustainable future by tackling climate change and improving our ability to decrease emissions. As part of this commitment, we aim to minimize our environmental impact by reducing our footprint year on year, adhering to the waste hierarchy and complying with all relevant legislation, and through continuous research, development, and collaboration.

Our mission is to create a positive impact on the planet by providing our customers with sustainable choices that empower them to make environmentally conscious decisions. At Ask the Office, we believe in embracing sustainability in all aspects of our operations, and we envision a future where our actions inspire positive change.



Carbon Footprint Goals



Energy Consumption

Introduce energy management initiatives and be more energy efficient using less energy to perform the same tasks and produce the same result.



Fleet Maintenance

Increase fuel efficiency by adopting best practices with our vehicles. Regular maintenance ensures that vehicles operate efficiently, consume less fuel, and emit fewer pollutants into the atmosphere.

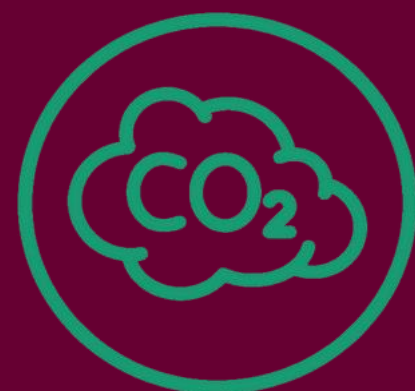


Reducing Waste

Use resources within our operations wisely, looking at best practices and applying the waste hierarchy to reduce our upstream and downstream waste



Our Policy



Our carbon Footprint champion is responsible for ensuring that the carbon footprint policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Signed : Greg Colehan

Position : MD

Date : February 2024

Review Date : February 2025

Carbon footprint is a key pillar of operational and supply chain sustainability. To meet our goals in carbon footprint reduction, we will:

- Reduce/remove energy consumption by turning off lighting, heating and office equipment when not in use and through switch-off initiatives and best practices
- Reduce mileage by not making any unnecessary journeys.
- Set realistic targets for carbon footprint reduction and measure against the target
- Ensure that we are fully compliant with existing and future carbon footprint legislation and recommended best practices, where appropriate.
- Encourage suggestions from team members on additional ways we can reduce our Carbon Footprint
- Work with suppliers who align with the company's goals and aspirations
- Show intent through a robust plan
- Focus through KPI's, Policies & Strategies
- Help to communicate internally and to stakeholders and customers showcasing responsibility and commitment to sustainability
- Futureproof our business through resource and cost savings
- Differentiate our brand from competitors through leveraging marketing benefits
- Quantify our environmental and social impact with improved sustainability management
- Continue to work with Woodland Trust

Waste Management Goals



Best Practices

Adhering to the waste hierarchy for our business waste management is not only environmentally responsible but also economically beneficial and legally compliant. It aligns with the principles of sustainability and our vision of responsible business practices.



Zero Waste to Landfill

Use resources within our operations wisely, looking at best practices and applying the waste hierarchy to reduce our upstream and downstream waste, whilst having clear objectives for zero waste to landfill initiative. Setting goals that are measurable and achievable within a specified timeframe.



Long Term Viability

Ask will conduct periodic waste audits to identify areas for improvement and publish its results.

Sustainable waste management practices contribute to the long-term viability of a business by reducing its ecological footprint.

Our Policy



Our Waste Management champion is responsible for ensuring that the waste management policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.



Signed : Greg Colehan

Position : MD

Date : February 2024

Review Date : February 2025

Waste Management is a key pillar of operational and supply chain sustainability. To meet our goals in Waste Management, we will:

- Set realistic targets to reduce by 5% annually our Waste to landfill and measure against the target.
- Use the waste hierarchy in all our waste business decisions
- Ensure that we are fully compliant with existing and future legislation and recommended best practices, where appropriate.
- Develop long-term partnerships with suppliers who share our waste reduction goals and actively work towards sustainable packaging solutions.
- Work with a waste contractor to achieve zero waste to landfill to achieve our goals for environmental sustainability.
- We will encourage suggestions from team members on additional ways we can reduce and recycle our waste.
- Show intent through a robust plan.
- Focus through KPI's, Policies & Strategies.
- Help to communicate internally and to stakeholders & consumers showcasing responsibility and commitment to sustainability.
- Futureproof our business through resource.
- Differentiate our brand from competitors through leveraging marketing benefits.
- Quantify our environmental and social impact.

Sustainable Product Goals



Product Procurement

At Ask we understand there is a growing awareness and concern among consumers about environmental and social issues

We will consciously help consumers actively seeking sustainable products and will work with suppliers that align with our values.



Innovation & Efficiency

The pursuit of sustainability often drives innovation. At Ask we believe that by investing in sustainable practices and working with like-minded suppliers, we can discover more products and efficient ways of doing business, leading to increased sales, productivity and competitiveness.



Regulatory Compliance

Governments and regulatory bodies are increasingly imposing stricter environmental standards. By adopting sustainable practices at Ask we will ensure compliance with current and future regulations, mitigating the risk and legal issues.

Our Policy



Our Sustainable Products champion is responsible for ensuring that the sustainable products policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

ASK

The Business Supplies Specialist

Signed : Greg Colehan

Position : MD

Date : February 2024

Review Date : February 2025

Sustainable Product is a key pillar of operational and supply chain sustainability. To meet our goals in carbon footprint reduction, we will:

- Ensure we train staff on all sustainable product certifications.
- Invest in sales training in sustainable products and upselling.
- Recognize the Weaver criteria approved products to be transparent year on year when measuring sales.
- Set realistic targets for sustainable product sales and measure against these targets.
- Work with suppliers that have similar goals and aspirations
- Improve how we sell sustainable products on our online ordering and website and regularly review.
- Engage with staff and suppliers and implement suggestions.
- Show intent through a robust plan
- Ensure compliance with current and future regulations, mitigating the risk of fines and legal issues.
- Focus through KPI's, Policies & Strategies
- Help to communicate internally and to stakeholders & customers showcasing responsibility and commitment to sustainability.
- Always strive to improve sustainable management and practices.