

# ENVIRONMENTAL POLICY

Kind Melts recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

## Responsibility

Natalie Roberts, Owner, is responsible for ensuring that this environmental policy is implemented, however, all employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

## Policy aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Increase employee awareness.

## Paper

We will:

- Minimise the use of paper in the office.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

## Energy and water

We will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.
- Take energy consumption and efficiency of new products into account when purchasing them.

## Office supplies

We will:

- Evaluate if the need can be met in another way.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

## Monitoring and improvement

We will:

- Comply with all relevant regulatory requirements.
- Continually improve and monitor environmental performance.

- Continually improve and reduce environmental impacts.

## Culture

We will:

- Update this policy at least once annually in consultation with staff and other stakeholders where necessary.

Natalie Roberts

Natalie Roberts  
Owner

01/12/2022

Date of signature