

## CORPORATE CARBON FOOTPRINT POLICY

### Purpose

This policy outlines ORE Supplies Ltd.'s commitment to minimizing its environmental impact by measuring, monitoring, and reducing its carbon footprint. As a micro entity operating from a shared office space, our primary emissions are indirect (Scope 2 and Scope 3), and our focus is on energy efficiency, sustainable procurement, and digital-first practices.

### Scope

This policy applies to all ORE Supplies Ltd.'s operations, employees, and contractors. It covers:

- Energy use in our shared office environment.
- Business travel and commuting.
- IT equipment and digital services.
- Procurement and waste management.

### Guiding Principles

We commit to:

- **Minimizing energy use:** Encouraging efficient use of computers and office equipment.
- **Sustainable digital operations:** Reducing emissions from cloud services and data storage.
- **Low-carbon commuting:** Supporting remote work and sustainable travel options.
- **Responsible procurement:** Choosing low-impact vendors and recycled materials where possible.
- **Waste reduction:** Minimizing e-waste and ensuring proper recycling or reuse.

### Carbon Emissions Sources (Material to Us)

Given our business model, our key carbon emission sources are:

- **Scope 2** (Indirect): Electricity usage from shared office operations.
- **Scope 3** (Other Indirect):
  - Cloud computing and data storage.
  - Employee commuting and occasional travel.
  - Supply chain – suppliers of aggregates, concrete, asphalt and other building materials; plus supplier of waste remover and disposal services.

We aim to estimate and report on these emissions annually using best-effort approaches suitable for a company of our size.

### Reduction Measures

We aim to reduce our carbon footprint through the following measures:

- **Energy-efficient operations:**
  - Use energy-saving settings on all devices.
  - Shut down equipment when not in use.
  - Encourage shared use of peripherals (printers, monitors).

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- **Digital sustainability:**
  - Choose cloud providers with net-zero or renewable commitments.
  - Minimize unnecessary data storage and bandwidth usage.
- **Travel and commuting:**
  - Promote remote meetings and video conferencing.
  - Encourage use of public transport, cycling, or walking.
- **Procurement:**
  - Prioritize used or refurbished equipment.
  - Select vendors with sustainability credentials.
- **Procurement supply chain:**
  - Prioritize recycled materials where possible.
  - Select supplier closest in geographical location to site.
  - Obtain Carbon Footprint information relating to product supplied.
  - Test waste material to provide appropriate disposal (recycling where possible).
- **Waste:**
  - Recycle office materials and electronics responsibly.
  - Reduce printing and opt for digital-first communication.

### Monitoring & Reporting

- We will conduct an annual self-assessment of our carbon footprint using simplified tools (e.g. SME carbon calculators).
- Progress will be reviewed yearly and shared with employees and stakeholders as part of our transparency commitment.

### Responsibility

- Leadership: Overall responsibility for policy implementation lies with Oliver Rudd, Director.
- All employees: Expected to support this policy and follow sustainable practices in daily work.

### Review

This policy will be reviewed annually or sooner if there are significant changes to the business model or operational footprint.

This policy has been approved and authorised by:

**Oliver Rudd, Managing Director, ORE Supplies Limited**

July 2025 (reviewed annually)