	Procedure: GHG Policy	
	Reference: ENV_PR_021	Origination Date 21/06/24

1.0 Scope

This policy outlines the arrangement within Clean Linen Services for the procurement, usage, tracking and reducing our consumption of greenhouse gases in line with our sustainability procedure.

2.0 GHG Scopes

- Scope 1 Emissions: These are direct emissions from sources owned or controlled by the organization. Examples include emissions from burning fossil fuels on-site (e.g., heating buildings with oil or gas). Scope 1 emissions are within the organization's immediate control.
- Scope 2 Emissions: These are indirect emissions resulting from purchased electricity, steam, heating, or cooling. They occur off-site at power plants but are still the responsibility of the organization. Reducing electricity consumption can lower Scope 2 emissions.
- Scope 3 Emissions: These encompass all other indirect emissions associated with the organization's activities. They can be challenging to measure precisely and may involve complex supply chains. Examples include employee commuting, product manufacturing, and product use (e.g., driving a car after purchase). While Scope 3 emissions raise questions about responsibility, they offer opportunities for impact across the value chain.

3.0 Analysis and Trending of Scopes

All data gathered for scope 1, 2 & 3 will be entered into the Clean Linen services tracker tool to enable the business to communicate and understand its carbon footprint.

- Scope 1 – These emissions will be analysed and trended direct from our utility bills, Samsara and internal finance tools.
- Scope 2 – These emissions will be provided direct from our GHG suppliers.
- Scope 3 – These emissions will be provided directly by our suppliers and customers.

4.0 Details of each scope

Scope 1 includes.

- Total kwh of consumed electricity used in our offices and factories.
- Total kwh of consumed natural gas used in our offices and factories.
- Total m3 of consumed bottled gas (Nitrogen, Co2 etc) used in our offices and factories.
- Total m3 of consumed refrigerant (Cooling) used in our offices and factories.
- Total m3 of consumed mains and bore hole water used in our offices and factories.
- Total litres of diesel used in our company car and HGV fleets.


Scope 2 Includes

- Co2 footprint of the production of consumed kwh of electricity to Clean Linen Services
- Co2 footprint of the production of consumed kwh or natural gas to Clean Linen Services
- Co2 footprint of the production of consumed m3 or bottled gas to Clean Linen Services
- Co2 footprint of the production of consumed litres of diesel to operate Clean Linen Services company cars and HGV fleet.
- Co2 footprint of the production of consumed m3 of refrigerant to Clean Linen Services

Scope 3 Includes

- Co2 footprint of all packaging delivered to Clean Linen Services
- Co2 footprint of all garments and footwear delivered to Clean Linen Services
- Co2 footprint of all waste leaving Clean Linen Services sites for disposal
- Co2 footprint of all chemicals delivered to Clean Linen Services
- Co2 footprint of employee commute to and from factories
- Co2 footprint of build of company cars and distribution vehicles

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5.0 Reporting Frequency

Internally

- Reporting of all scopes will be completed monthly with an annual summary report being produced.
- Weekly site reporting of data to drive efficiency improvements (see Sec 7.0) will commence 1st Jan 2025 and include the following
 - Product delivered (kg)
 - Rag produced (kg)
 - Number of rejects (count)
 - Waste generated (kg)
 - Electricity consumption (kwh)
 - Gas consumption (kwh)
 - Water consumption (m3)
 - Fuel consumption (Litres)
 - Mile’s drive (Kilometres)

Externally

- Annually as a formal publicly available sustainability report
- Scope data will be reported as and when existing customers request this data.
- Scope data will be provided when tendering for new contracts.
- Scope data will be reported annually via EcoVardis.

6.0 Measurement and Verification

All GHG data will be subject to auditing by EcoVardis.

7.0 Reduction / Caption Targets

Clean Linen Services has the following GHG targets.


- Net Zero by 2050
- 4% energy efficiency improvements YOY at each site across scope 1
- 100% capture of Scope 1 emissions by end of 2025
- 100% capture of scope 2 emissions by end of 2025
- 100% capture of scope 3 emissions by end of 2026

8.0 Stakeholders

ESG Steering Committee is made up of:

- Head of Safety Sustainability and Environment
- Director of Operations - Linen
- Director of Operations – Workwear
- Director of Finance
- Chief Customer Officer - Commercial

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Subject Matter Experts group is made up of:

- Head of Safety Sustainability and Environment
- Regional HSE Manager – North
- Regional HSE Manager – South
- Head of Plant Performance

Key Stakeholders

- Site Directors
- Engineering Managers
- Team Leaders, Supervisors and Dept Managers
- All employees

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