

Environmental, Social and Governance (ESG) Policy

Mission Statement

McFarlane Telfer (MCFT) recognises that, as a result of its activities, it has a responsibility to the environment beyond legal and regulatory requirements and is committed to reducing its environmental impact and continually improving environmental performance. To that end, we have implemented an Environmental Management system which satisfies the requirements of ISO14001, and we fully embrace our responsibility towards sustainable development.

We recognise the importance of the wider community in all aspects of our activities. We endeavour to demonstrate accountability, transparency and ethical behaviour in all MCFT business practices, as well as showing respect for stakeholders, the law and all human rights.

We will review our approach and our policy regularly and encourage customers, suppliers and other stakeholders to do the same.

Scope and Policy Aims

This policy applies to all the company's activities and aims; we will endeavour to:

- Maintain a register of, comply with or exceed all relevant regulatory requirements
- Continually improve and monitor environmental performance
- Continually improve and reduce environmental impacts
- Incorporate environmental factors into business decisions
- Increase employee awareness and training
- Inform and advise our customers of the environmental consequences of purchase decisions.

The company recognises the following environmental impacts and consequent actions:

Transport

- We will select, but maintain and dispose of vehicles having regard to the environmental implications
- We will optimise our travel movements, aiming to reduce travel where possible – and where practicable, will ask our suppliers to do the same - minimising delivery journeys into us
- We will promote the use of travel alternatives such as email or video/phone conferencing
- We will make additional efforts to accommodate the needs of those using public transport or bicycles

Energy and Water

- We will seek to reduce the amount of energy used as much as possible
- Lights and electrical equipment will be switched off when not in use
- Heating will be adjusted with energy consumption in mind
- The energy consumption and efficiency of new products will be taken into account when purchasing both for our own use and when advising customers

- We will look to introduce a standardised rating report to issue alongside our PPM reports solely focusing on the environmental performance of the kitchen equipment of our customers

Office Supplies






- We will evaluate if the needs can be met another way
- We will evaluate if renting/sharing is an option before purchasing equipment
- We will evaluate the environmental impact of any new products we intend to purchase
- We will minimise the use of paper and packaging
- We will seek to buy more environmentally friendly and efficient products
- We will reuse and recycle everything we are able to








Maintenance, Cleaning, Waste & Recycling

Maintenance and cleaning materials will be an environmentally friendly as possible

- We will aim to re-use, re-cycle and reduce all consumption
- We will continually review the appropriate use of packaging – into us – and onto our customers
- We will monitor and minimise our waste, having special regard to the prevention of pollution and the control of emissions
- We will maintain our own waste handling certification and only use licensed and appropriate organisations to dispose of waste ozone, paying particular attention to WEE, Hazardous Materials and Refrigerants
- We will ensure all ozone depleting refrigerants are disposed of in a safe way; this includes the full training & qualification of technicians/engineers in the disposal of these materials

Our ESG commitments are structured around the IWA 48Framework and with reference to the UN Global Compact Sustainable Development Goals (SDG).

| | Topic/Impact | MCFT 2025 Commitments | SDG # |
|---------------|--------------|---|---|
| Environmental | | | |
| E1 | Water | Communicate environmental objectives and install a responsibility in all employees to reduce waste and protect resources. |   |
| E2 | Water | MCFT will ensure that WIAPS training & certification is provided where required. |  |
| E3 | Emissions | MCFT will continue to monitor and review fleet statistics on a monthly basis, encouraging positive, safe and environmentally friendly behaviours to reduce emissions. Scope 3 emissions will be recorded in 2025. |   |


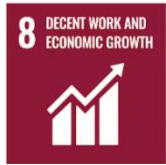
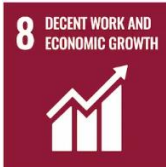
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|-----|--------------------|--|---|
| E4 | Emissions | Mileage and Fuel Usage of vans is tracked on a monthly basis. MCFT will continue to review and be complaint against government standards (Euro 6 Engine London) and to trail, as available , new technologies including electric vehicles where it meets operational needs. Heart of England Forest activity has enabled MCFT to achieve carbon neutrality for its vehicle fleet since 2013. |  |
| E5 | Emissions | Refrigerants: MCFT will ensure continued compliance with developing regulations, monitor and report on purchases and returns of refrigerant gas |  |
| E6 | Emissions | In 2025 MCFT will target to reduce Scope 1 and Scope 2 emissions per head (ISO Objective) |  |
| E7 | Waste | MCFT reports on waste usage with information supplied from our third party providers. Educate and enforce recycling to significantly improve previous behaviour. |  |
| E8 | Waste | MCFT will continue to seek and recover equipment to repurpose, evaluating and identifying equipment as Repurpose, Auction for Charity or Recycle. |  |
| E9 | Energy Consumption | 100% renewable energy consumption usage across all offices in 2025. Utilities are recorded and monitored on a per month, per capita and absolute basis. |  |
| E10 | Local Community | Heart of England Forest is MCFT's chosen partner in our tree planting initiative and since 2011, 18,661 trees have been replanted on our behalf, contributing to flood alleviation, improving soil structure, reversing the decline in wildlife species and supporting bio diversity. In 2024 MCFT donated £8,481; 45% of annual expenditure of ESG activity |  |



Culture/Charity/Community

MCFT's ESG Committee operate to ensure we support local community projects, from providing practical assistance to raising funds for charities through sponsored events. MCFT regularly seeks employee and customer feedback in the selection of our listed charities. The list of charities we support each month is shared with the wider business so that all know who we are supporting throughout the year.

- In order to maximise performance, we will provide employees with the relevant environmental training and will involve employees in the implementation of this policy



- We will work with suppliers, contractors and sub-contractors to improve their environmental performance and endeavour to work with local companies wherever possible to support our local community
- We will continue to measure our carbon footprint and impact on the environment and offset annually our emissions through the Heart of England Forest charity. This will be annually audited by a third party and formally published on our website
- We will continue to support local charities and charities that have a connection with our employees. We do this through employee monthly salary contributions and other initiatives, supporting a different charity each month chosen by our employees
- MCFT will continue to support communities around the country by offering to install recycled “pre-loved” equipment that is too good to scrap, thereby helping worthwhile causes and reducing unnecessary waste. If unable to find a new home ourselves, equipment is auctioned off and the money given to our charity of the month. Also refer to MCFTP007b ESG Activity Request Form, should there be a project that you would like to put forward to the ESG Committee to receive assistance
- We will update this policy at least annually in consultation with employees and other stakeholders where necessary








| | Topic | What are we going to do which we can test & measure | SDG # |
|---|-----------------------------------|---|---|
| Social - Culture/Charity/Community | | | |
| S1 | Respecting Difference & Inclusion | MCFT has policies in place to minimise and manage discrimination, including: Whistleblowing, Antio Harassment & Bullying, Grievance, Safeguarding, Flexible Working and Recruitment. All policies are reviewed and updated yearly reflecting changes in legislation. All policies are distributed when updated and monitored if read and acknowledged/understood. |  |
| S2 | Personal Development | Employees performance is reviewed periodically s part of their performance management plan. |  |
| S3 | Employment Satisfaction | MCFT ensure that there is always a consultative process and that employees have continuous opportunity to voice their opinions and suggestions via internal communications. For new employees there is a survey at 4 weeks and 4 months and for established employees, views are sought at ¼ reviews |  |

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| S4 | Community Projects | MCFT continue to give back to the community to ensure a cost effective solution for their operational delivery and core business goals. Also, MCFT operate a monthly charitable donation that is supported by our employees, our customers positive feedback and near-miss reporting schemes. In 2024 32% of our charitable donations were to the local community where we operate. |  |
| S5 | Pre-Employment | MCFT will ensure a fair and equal recruitment process for all those who apply to vacancies, recruiting on best-fit for the role and ensure best practice. MCFT actively engage to tackle any barriers faced in the workplace such as women in engineering and disability and are committed to the Race at Work Charter. MCFT have a social mobility pledge, to improve working lives, drive improvements in society and the economy. MCFT are a Disability Confident Employer. |  |

Organisational Governance

Our Corporate Social Responsibility (CSR) is regularly considered by the ESG Committee drawn from all sections of the company with a remit to ensure MCFT upholds good environmental, community and social practices.

| | Topic | What are we going to do which we can test & measure | SDG # |
|-------------------|---------------------------|---|---|
| Governance | | | |
| G1 | Data Breach | All staff conduct GDPR and Cyber security training on our e learning platform. Our Data Protection Policy is issued to all colleagues via the HRIS and the there is also a Data Breach Policy. ORCA is certified to ISO27001. |  |
| G2 | Anti-Bribery & Corruption | The business will maintain an Anti-Bribery and Corruption Policy; all staff will receive training on Induction and annual reminders. MCFT have an ESG committee with a formal remit and scope of work, who meet quarterly and initiate, vet and approve activities as well as monitoring impacts and reporting. |  |

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| G3 | Regulation | Regulations are monitored through our Legal & Risk Register. This is reviewed annually by the senior management team. MCFT have an ESG committee with a formal remit and scope of work, who meet quarterly and initiate, vet and approve activities as well as monitoring impacts and reporting. |   |
| G4 | Ethics | MCFT publish a Staff handbook that outlines the 'Code of Conduct' for all employees and monitor if read and acknowledged. Audits are performed throughout the year to monitor performance and adherence to the MCFT Code of Conduct. |   |
| G5 | Health & Safety | MCFT regards the management of H&S as an integral part of its business and as a management priority. Health & safety, along with risk management is reviewed internally at the Health & Safety committee every quarter. (ISO Objective). |   |
| G6 | Safeguarding | As an Employer Provider, MCFT understands their responsibility and duty of care in terms of Safeguarding. Information around Safeguarding will be shared each month through the Senior Managers Meeting . Quarterly Safeguarding Working Group meetings also take place with representation from around the business. |  |

As Group CEO of the business, I add my personal commitment to the above

Signed:



George Roberts Smith; Group CEO

Date:

Last Reviewed: July 2025

Date of Next External Audit: July 2026