



ENERGY MANAGEMENT POLICY

Lyreco is a supplier of workplace solutions including general office products, business machines, furniture, PPE and hygiene products to a diverse customer base across the UK and Ireland. We have two National Distribution Centres, one in Telford, Shropshire and the other in Dublin, Ireland. We ship goods daily to our Regional Distribution Centres across the UK and Ireland. We operate a large sales force and distribution network, plus a Head Office in Telford. The scope of our energy management system covers:

“All energy consumed at or controlled by operations performed at the Lyreco Telford site and by the Lyreco transportation fleet, in order to support the businesses activity sale and distribution of workplace solutions including general office products, business machines, furniture, PPE and hygiene products across the UK”.

The main energy uses associated with Lyreco Telford are the heating of the head office & warehouse, powering of equipment (computers, compactors, compressors, MHE etc.) across the site, UK delivery vehicles, UK company cars and UK wide gas consumption. Our aim is to reduce the total CO₂ produced by our significant energy usages so we can, in turn, reduce our energy related environmental impacts and energy costs while meeting our legal requirements. This will be achieved through the setting of objectives, targets and action plans by the Lyreco Carbon and Energy committee who will review this and the energy performance, at minimum, quarterly.

Our policy commits us to carrying out our core business in as energy efficient as practicable, taking cost into account, in line with our Corporate Responsibility Strategy.

This includes a commitment to:

- Continually improve our energy management system to enhance our energy performance
- Fulfil all our compliance obligations

Lyreco seeks to ensure clear communication throughout our organisation and as such we will communicate our policy through appropriate channels to employees, individuals working on behalf of Lyreco and internal suppliers of energy related products. To ensure achievement of our objectives, we will help employees implement the policy in their day-to-day work, through communication of the objectives, targets and improvement programmes along with related activities which will help raise awareness to their contribution to the energy consumption.

Lyreco will support and promote the purchase of energy efficient equipment and services that reduce energy consumption as well as favouring designs that consider energy performance improvement across the scope by working with employees and internal suppliers.

Adherence to this policy is the responsibility of the Senior Management Team of Lyreco. The policy is reviewed annually for appropriateness and approved by the Managing Director.

A handwritten signature in black ink, appearing to read "MSW", is written over a horizontal line.

Michael Milward
Managing Director

Reviewed May 2025