



# Energy Policy

## Declaration of Commitment

Hallmark is committed to responsible carbon and energy management and will practice energy efficiency throughout all its premises, plant and equipment, wherever it is cost-effective to do so.

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### Policy

Hallmark believes in effective controls for energy consumption in order to:

- Protect the environment and help reduce our contribution towards climate change.
  - Avoid unnecessary expenditure.
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### Objectives

- To continually monitor and review energy consumption with a view to reducing our carbon footprint year on year.
- Indirect Procurement to aim to source 100% of electricity supply from Renewable Sources; where possible.
- Ensure compliance with all mandatory regulations such as the Carbon Reduction Commitment and Energy Savings Opportunity Scheme.

### Personal Responsibility

**Hallmark** – To identify the structure and responsibilities of those within the business who have an impact on Energy; and to ensure compliance with relevant legislation. To achieve this, the principles of E13 Energy Management procedure have been adopted.

**Compliance Manager** – To provide information and advice on all aspects of energy management, raise levels of energy awareness amongst managers and wider business, and identify areas of underperformance whilst suggesting measures for improvement.

**Hallmark Senior Management & Employees** – To be made aware of the costs associated with running areas under their control. Encouraged to participate in excellent housekeeping practices. To aid employee awareness E13F1 Good Housekeeping Energy Guide has been adopted.

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### Review Mechanisms

Compliance Manager to produce monthly performance reports and analysis of savings resulting from implemented projects. These will be presented at Compliance meetings, and escalated to board level if deemed necessary. Relevant information and reports will be published on the Hallmark Intranet site.

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### Key Hallmark Issues

**Space Temperature (Heating)** – Hallmark strives to achieve a comfort level suitable for the working environment, within the limitations of site specific conditions, for the duration of the working period: -

Office Environments & Sedentary Working Areas: A temperature of between 19oC – 23oC.

Factory & Distribution Areas involving manual tasks: 16oC – 20oC.

**New Equipment Purchase** – All areas of the business undergoing refurbishment or subject to new installations should consult the Indirect Procurement Team and Technical Services Team for advice on energy consumption and efficiencies of proposed additions to sites.

Signed By: John Franey – Supply Chain Director