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# **Environmental, Social & Governance (ESG) Report**

**PROMINATE UK  
2024**



# ESG

## INTRODUCTION

In past years, we have published Sustainability Reports showcasing our dedication to sustainability across various facets.

Now, we've embraced the trend of referring to these reports as ESG reports. ESG reports encapsulate our commitments to the same areas highlighted in our sustainability reporting, providing a comprehensive overview.

This shift aligns with the broader understanding that sustainability involves more than just recycling or reducing CO2 emissions. It encompasses a holistic approach, focusing on Environmental, Social, and Governance aspects.

We've made this transition to offer transparent and digestible information that accurately reflects our commitments, actions, and targets in these critical areas of our business.



## Environment

Energy and efficiency  
Climate Change Strategy  
Green House Gas Emissions  
Carbon Footprint Reduction  
Waste  
Product Materials



## Social

Equal Opportunities,  
Inclusion and Diversity  
Working Conditions  
Employee Benefits  
Health & Safety  
Community Engagement



## Governance

Company Leadership  
Company practices  
Business Ethics  
Sustainable Procurement  
Accreditations

## OUR SUSTAINABILITY PLEDGE ALSO COVERS ALL AREAS OF ESG



### ESG

#### - **Reduction of Carbon Emissions**

We commit to reducing carbon emissions throughout our business activities by:

- ✓ Measuring our energy usage and opting for renewable energy sources wherever possible
- ✓ Recording business travel by distance and method whilst encouraging limiting emissions from business travel by car sharing on business journeys

- ✓ Offering informed product choices by calculating\* and demonstrating products carbon emissions (\*calculated using LCA methodology)
- ✓ Reducing waste wherever possible, particularly by recycling and reusing to avoid landfill
- ✓ Measuring the distance goods travel from point of manufacture to point of distribution and partnering with shipping partners with carbon reduction schemes
- ✓ Partner with verified offsetting schemes for residual emissions



### ESG

#### - **Planet Friendly Materials**

We are committed to contributing to sustainable development through products and production methods. Where there are options that satisfy the same need, but one provides a better solution relative to economic, social or environmental sustainability, the more sustainable alternative is chosen. We commit to:

- ✓ Highlighting products, ideas and innovations that support the use of sustainable materials and practises
- ✓ Seek to partner with product suppliers that mirror our ethos
- ✓ Source, use and supply a range of environmentally responsible and recycled products
- ✓ Ensure our service providers use sustainable packaging and minimise waste
- ✓ Validate and provide references to product and material sustainability claims to eliminate greenwashing





## ESG

### - Supporting Our People and All People

We believe that our people are our most valuable and important resource and are critical to our success.

At Prominate we care about our people and all people. People in our communities, where we live, where we work and communities around the world.

We commit to supporting our people and all people by:

- ✓ Providing a safe, healthy, inclusive and supportive workplace
- ✓ Paying above the Living Wage®
- ✓ Measuring employee satisfaction
- ✓ Strive to consistently improve employee satisfaction and wellbeing
- ✓ Provide training to all staff on sustainability and company policies
- ✓ Support and invest in charity and community partnerships
- ✓ Measure our social impact
- ✓ We commit to monitoring and reviewing our performance and taking corrective action where necessary.





## ESG

### - Sustainability Governance

We commit to setting standards and measuring against external standards by:

- ✓ Meeting or exceeding all environmental legislation that relates to the company
- ✓ Agreement to industry and partner codes of conduct as they relate to our business activities

- ✓ Setting and monitoring an ethical code of conduct for our supply partners
- ✓ Undertake third party assessments to measure our reporting and commitments
- ✓ Legal compliance to all statutory requirements, environmental regulations and standards appropriate to the goods and services we supply



## ESG

### - Clear & Transparent Supply Chain

We are committed to behaving in a socially and ethically exemplary way, and we believe that we are responsible for all the people who take part in the production of our products and services worldwide.

We also believe that actions speak louder than words and are committed to:

- ✓ Adherence to the Ethical Trading Initiative Code of Conduct throughout our supply chain
- ✓ Continuous improvement on quality, performance and social responsibility as detailed in our Supply Chain Management Program
- ✓ Measuring our suppliers compliance to statutory requirements and environmental regulations
- ✓ Measuring sustainable impact in our supply chain
- ✓ Ascertaining third party validation on our Supply Chain Management Program

# UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

We are committed to increasing our direct contribution focus to the United Nations Sustainable Development Goals.

Throughout this report we have highlighted the goals and targets that we are fully aligned with and our progress towards them.



Target 5.5 Ensure full and effective participation in leadership and decision making



Target 10.3 Ensure equal opportunities and reduce inequalities.



Target 13.2 Integrate Climate Change measures into policies, strategies and planning



Target 13.3 Improve education, awareness and Impact reduction



Target 14.1 Prevent and significantly reduce marine pollution



Target 15.1 Promote sustainable management of forests, halt deforestation and restore degraded forests. [2020 not met – aligning and promoting]



Target 17.17 Encourage and Promote effective partnerships



page 09	<b>Our Environment Values</b>
page 10	<b>Our Emission reporting</b>
page 11	<b>Scope 1</b>
page 12	<b>Scope 2</b>
page 13	<b>Scope 3</b>
page 14	<b>Our Calculation Tool</b>
page 15	<b>Our Net Zero Commitments</b>
page 16	<b>Our Waste</b>
page 19	<b>Environmentally conscious products</b>

## OUR ENVIRONMENT VALUES

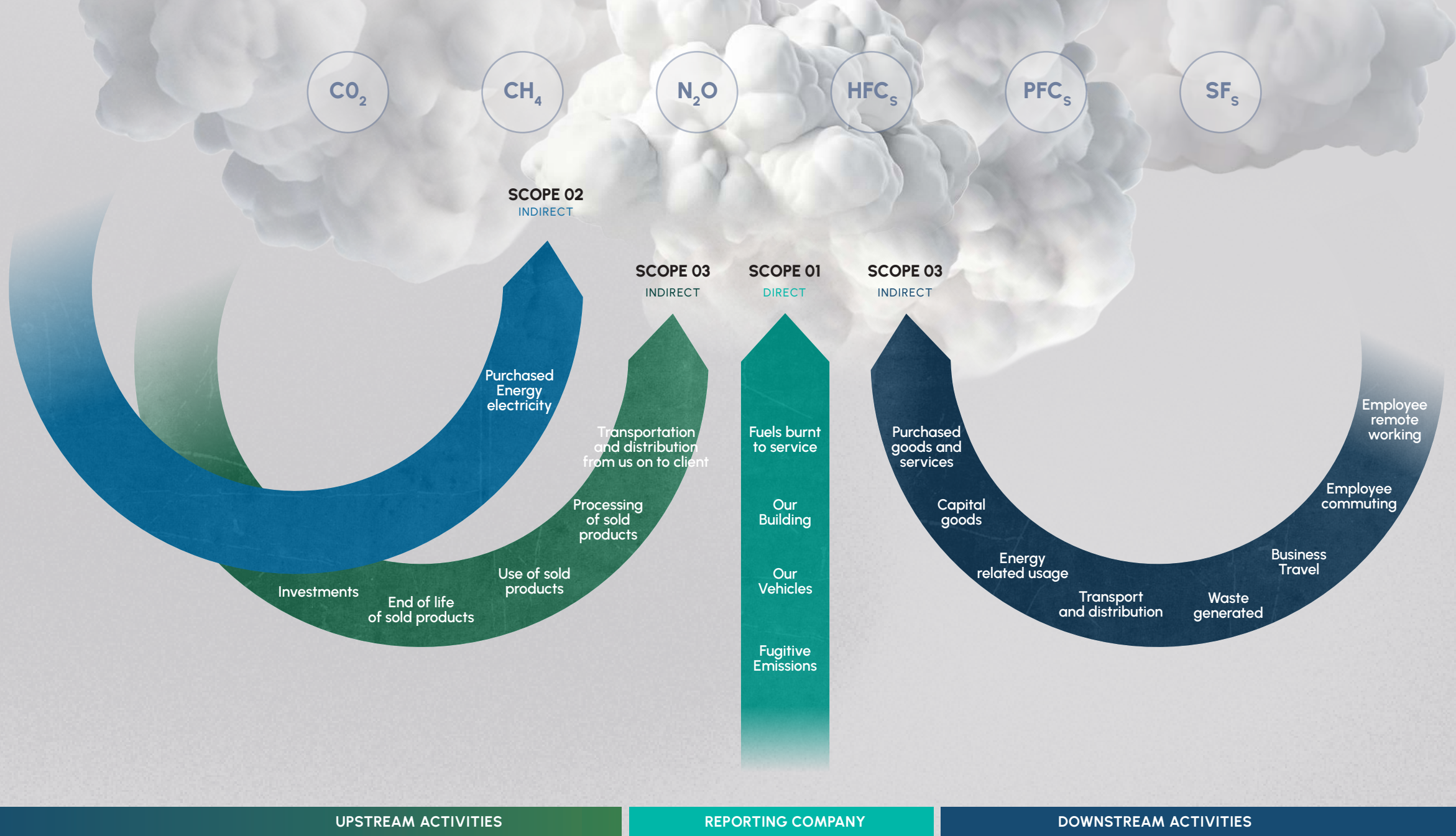
Prominate UK share the view that an organisation's core values are extremely important and that its people's belief in these values that are the key to its success. How we treat each other and the environment around us is as important as how we treat our clients and our supply partners. We take our responsibilities seriously. To this end we are working to continually develop and improve our impact regarding the environment, socially and through good governance.

We are committed to contributing to sustainable development through products and production methods. Where there are options that satisfy the same need, but one provides a better solution relative to economic, social or environmental sustainability, the more sustainable alternative is chosen.

We commit to reducing all emissions throughout our business activities, reporting in an open and honest way, and implementing policies, procedures and strategies to meet Net Zero by or before 2050 in line with the Paris Climate Agreement.







## OUR SCOPE 1 DIRECT BURNT EMISSIONS

**01.** We have no combustion type emissions to factor from our office. The running of our office is done purely with electricity.

**02.** We have 1 company vehicle which is fully EV again using no combustion fuels.


**03.** Fugitive Emissions – Yes, those that escape secretly.

- Chemical release from AC – Our office AC is serviced every 6 months to make sure it is in full working order.

The refrigerant in our system is R410A and an estimated total of 22kg on site using the UK Government GHG Conversion Factors for Company Reporting the refrigerant in our system amounts to 42 tCO<sub>2</sub>e (1924 kg Co<sub>2</sub>e per KG of R4104A). We have had no leaks and needed no refrigerant top ups since we have been in these offices, so no fugitive emissions.

[https://find-energy-certificate.service.gov.uk/energy-certificate/9296-4200-8502-4482-4800#other\\_certificates\\_and\\_reports](https://find-energy-certificate.service.gov.uk/energy-certificate/9296-4200-8502-4482-4800#other_certificates_and_reports)

- Fire Suppression – We have 6 fire extinguishers in our offices. 3 of these are CO<sub>2</sub>. They are checked annually. We have had no leaks or uses for these extinguishers.



We have calculated our  
**SCOPE 1 EMISSIONS TO  
NET ZERO**

## OUR SCOPE 2 INDIRECT BOUGHT ELECTRICITY

- As our office is run entirely on Electricity – Our scope 2 emissions are based on the emissions produced from the electricity provider and the energy source.
- In 2021 we switched energy providers to use a provider that could offer us 100% renewable sourced electricity. Whilst we have changed providers, we continue to purchase 100% renewable electricity.

- In our reviewed financial Year April 2022 – March 2023 we used 31,902 kWh of electricity – This is equal to 6,169kg CO<sub>2</sub>e.

Additionally all our operations are cloud based (which is generally much more energy and carbon efficient than on-premises solutions) and our preferred hosting service is <https://www.guru.co.uk/about/green-hosting> which is run on 100% renewable energy.

- By using a renewable electricity provider, 'Not only does this make our electricity carbon free, we are ensuring renewable electricity is going into the grid.

<https://octopus.energy/green/>

<https://www.carbontrust.com/our-work-and-impact/guides-reports-and-tools/sme-carbon-footprint-calculator>

**6,169  
kgCO<sub>2</sub>e**

Scope 2 emissions  
(indirect impact  
from electricity)

COMMITMENT - to maintain renewable  
sources conclusion

**SCOPE 2 NET ZERO**






## OUR SCOPE 3 EVERYTHING ELSE




Scope 3 covers all emissions not covered in Scopes 1 and 2. For all businesses this is the hardest to calculate in its entirety. We are currently working on our reporting in these areas in order to accurately calculate and present our Scope 3 emissions. We have areas where we have everything in place for reporting and areas where we are putting mechanisms in place to report the necessary information to move forward with full and robust calculations. Against each area in both Upstream and Downstream we have shown the stage we are at.

### SCOPE 3 UPSTREAM INDIRECT

-  · Purchased goods and services
-  · Capital goods
-  · Energy related (not 1 or 2)
-  · Transport and distribution (to us or our 3rd party warehouse)
-  · Waste generated
  -  - By us
  -  - By 3rd parties we purchase from
-  · Business Travel
-  · Employee commuting
-  · Employee remote working

### SCOPE 3 DOWNSTREAM INDIRECT

-  · Transportation and distribution from us on to client
-  · Processing of sold products
-  · Use of sold products
-  · End of life of sold products
-  · Investments

 Strategy in place, reporting in place, CO2e calculations started  
 Strategy in place and reporting started  
 Preparing strategy to be in place for end of Financial year 23/24

 No strategy in place  
 Covered in Scope 1 and 2 or as a separate header in scope 3



## OUR CALCULATION TOOL

- Our Proprietary Carbon Calculation tool is to be used to calculate, demonstrate, compare, reduce and compensate Carbon emissions related to the promotional products we sell.
- The Methodology for the calculations is based on Life Cycle Analysis. This aims to assess the environmental impact of a product from extraction, transformation, production, packaging, shipping, use and end of life.
- The tool has been independently verified by Bureau Veritas and is ISO 14067 certified.
- By using this tool we are able to extract data from our management system (SAP) and calculate the Co2e emissions of the products we sell which will help with our Scope 3 emissions data for areas in both upstream and downstream categories.

- We can also assist our clients in reducing their reported emissions on the products they buy.
- We have successfully demonstrated to clients through 2023 Co2e savings on repeat orders by making certain small changes. Each time we have demonstrated Co2e savings of over 30% by changing transport methods or materials.



Target 13.3 Improve education, awareness and Impact reduction - We align and are proactive

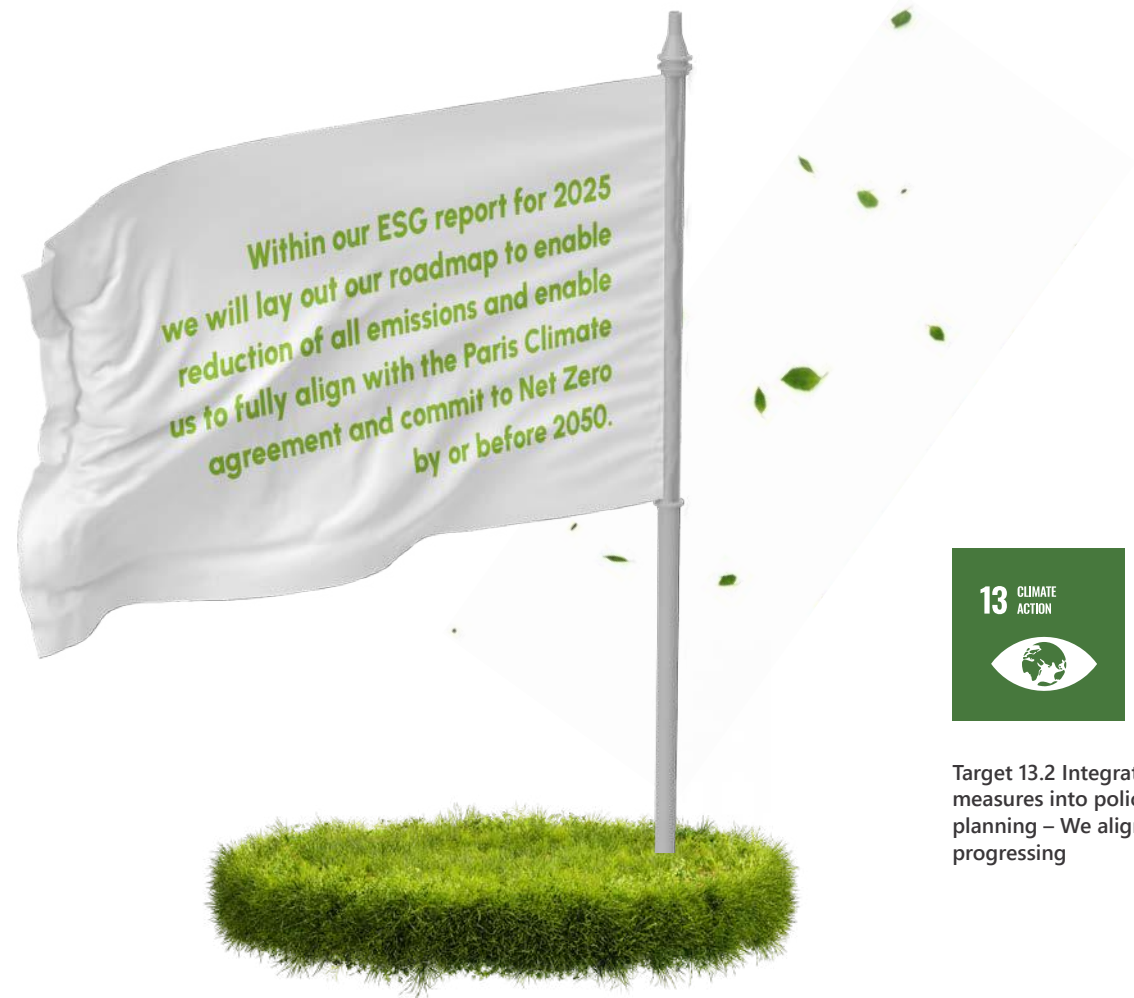




## OUR NET ZERO COMMITMENTS FOR 2024

The premise of our Net Zero commitments are within our Sustainability Pledge. For 2024 and beyond we specifically commit to:

- ✓ Maintaining 100% renewable electricity to supply our office and activities within Scopes 1 and 2
- ✓ Continue to maintain our AC and Fire extinguishers to avoid fugitive emissions
- ✓ Wherever we require to purchase assets for the business to make sure they are as energy efficient as possible relative to their function
- ✓ Through 2024 we will put in place mechanisms to capture, report and calculate all upstream and downstream Scope 3 emissions
- ✓ All orders placed made through our online platform Deedy will have their footprint calculated and offset



## OUR WASTE

We continue to log the weight of waste and method of disposal through our Waste Management Log.

In January 2023 we renewed our main waste contract with KP Waste\* and since then rather than weekly collections of general waste, the general waste is collected fortnightly and is now a reduced size. Our recycling bin is an increased size and is collected fortnightly.

By increasing the recycling bin and reducing collections the weight of waste in general has significantly decreased.

### Total Waste

6587 Kg

4757 Kg

### Total Recycled



To further save waste to Landfill we donate any surplus product that is usable to the Charity Giving World.

In the reporting year 22/23 we donated:

**21,276 products** which went on to help **11,596 people**.

This equated **4586.25kg** of goods worth an estimated value of **£62,038.50**.

From the goods not going to landfill the estimated saving of Co2 is **134 Tonnes**.<sup>\*\*</sup>

**72% of our waste** was recovered by way of recycling or reusing. We imported no WEEE regulated products in the reporting year.

<sup>\*</sup>Our general waste was managed by KP Waste who try to avoid landfill wherever possible.

<sup>\*\*</sup>Co2 saving as provided by Giving World.



**72%**  
**of our waste  
was recovered**



**21,276**  
products  
↓  
to help  
**11,596**  
people  
=  
**4586.25kg**  
**£62,038.50**

## OUR WASTE COMMITMENT



What happens to our waste:  
[https://www.kpwaste.co.uk/pdf/  
KP%20Waste%20Recycling%20  
and%20Waste%20V3.pdf](https://www.kpwaste.co.uk/pdf/KP%20Waste%20Recycling%20and%20Waste%20V3.pdf)



## ENVIRONMENTALLY CONSCIOUS PRODUCTS

✓ Promi-Nature – conscious choices – When you choose a Promi-Nature product, we'll plant a tree in the Promi-Nature grove, restoring the Caledonian forest

✓ WasteAid Bag – Crafted from 100% repurposed factory off-cuts, each purchase contributes £1 directly to registered charity WasteAid

✓ Ocean Bottle - in just one project for a client with Ocean Bottle 3410.4kg of ocean bound plastic was collected (reported by Ocean Bottle)

✓ Aware Tracer Technology products on Deedy  
With AWARE™ we can guarantee the genuine used recycled fabric materials and water impact reduction claims. AWARE™ is a virtual component that verifies sustainable content in a final product by tracer technology and validates claims by blockchain technology

<https://wearaware.co/>

Click on [deedy.uk](https://deedy.uk) and search AWARE to see the range of products



Target 15.1 Promote sustainable management of forests, halt deforestation and restore degraded forests. – we align and show ongoing commitment

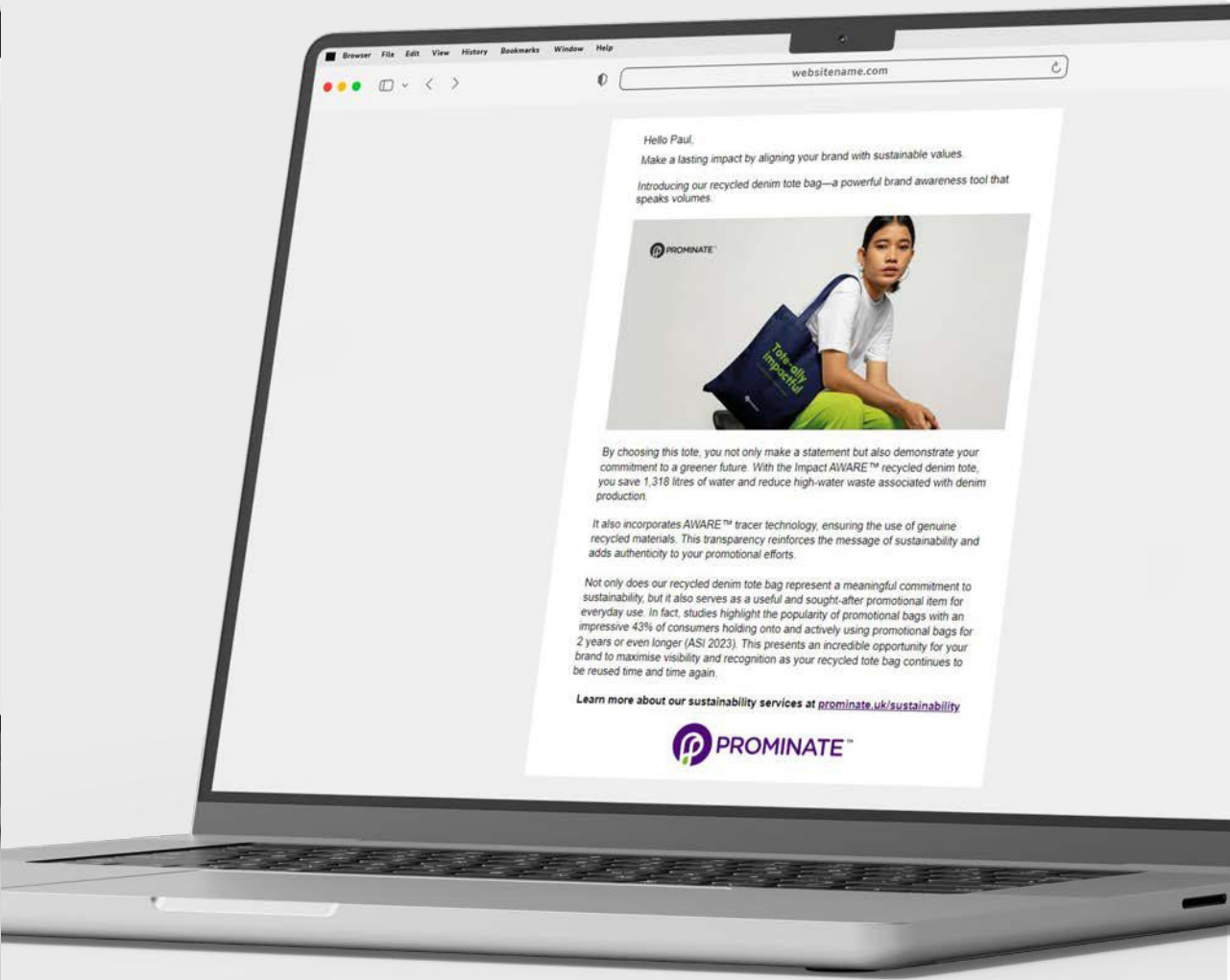
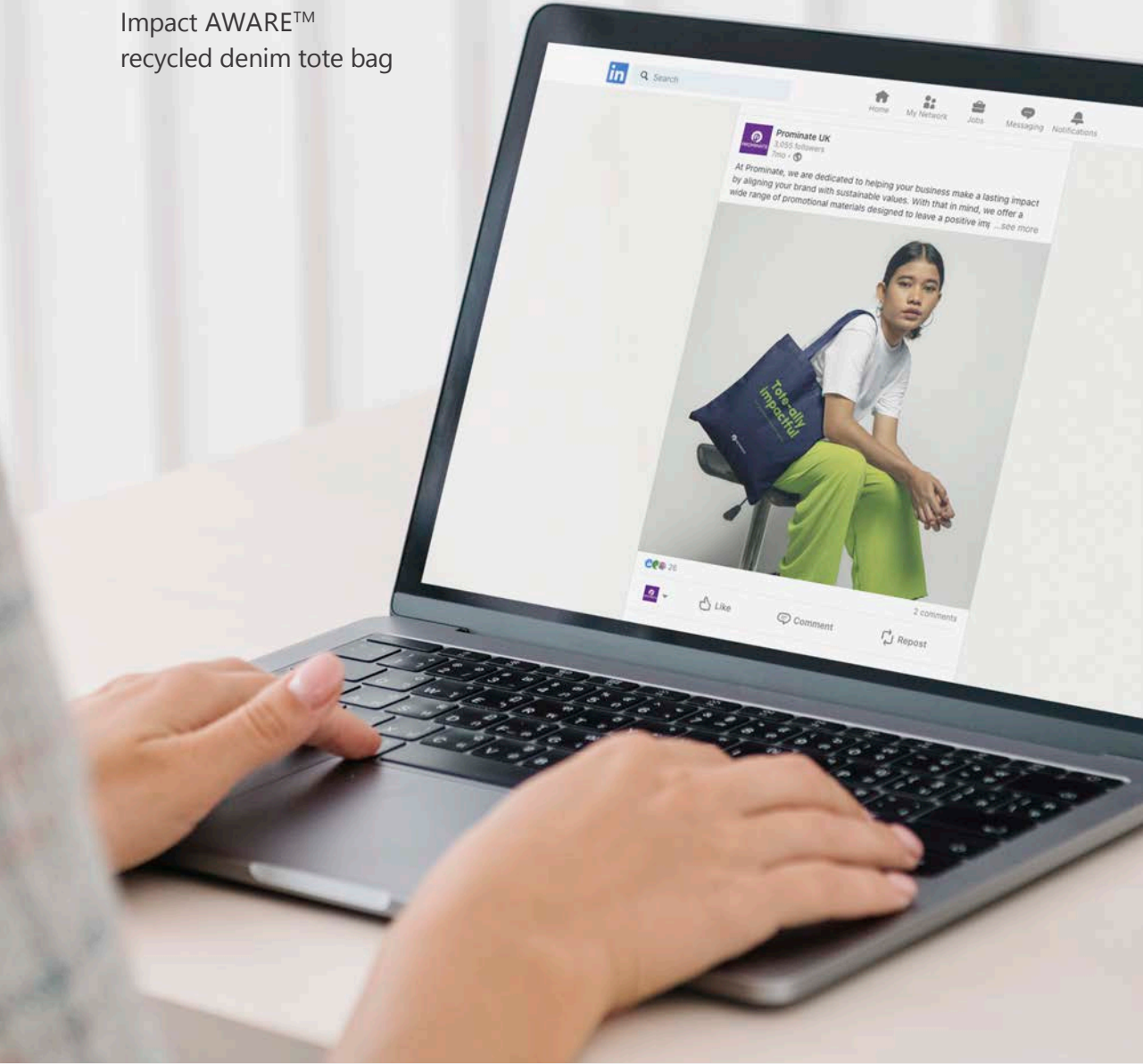


Target 14.1 Prevent and significantly reduce marine pollution – We align and show ongoing commitment





Impact AWARE™  
recycled denim tote bag



# ESG



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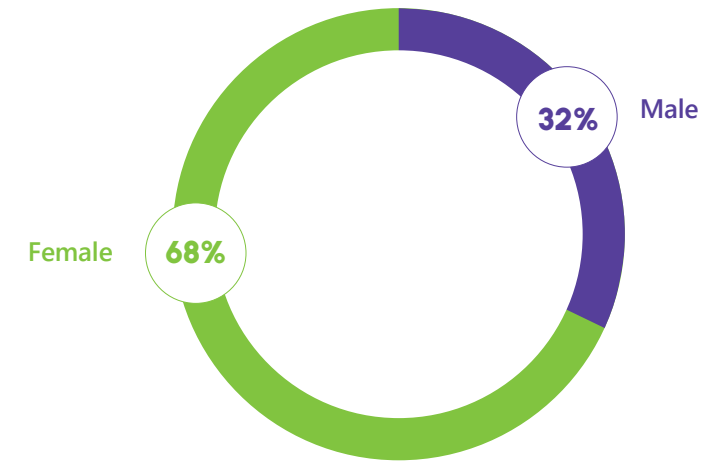
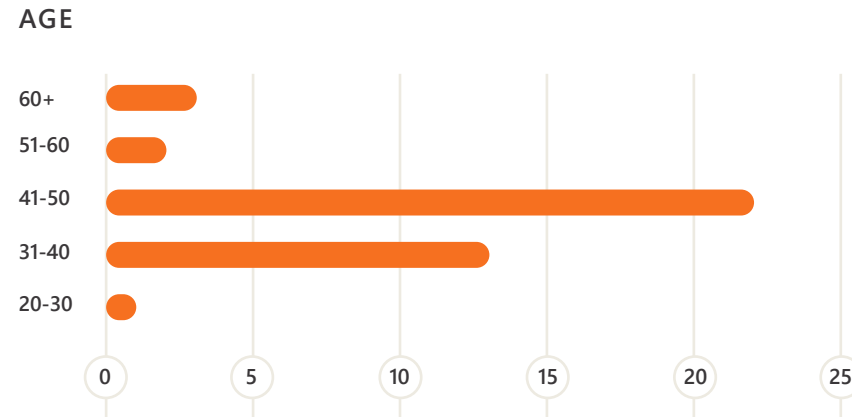
**Our People**  
**People satisfaction**  
**Policies and development**  
**Employee Benefits**  
**Our charity partnerships**  
**Social Impact Products**

This will cover how we manage relationships with our employees, stakeholders and communities.  
To make an impact, we must first be impacted.



## OUR PEOPLE

Who made up  
our company  
Financial Yr 22/23



### Note from our Equality and Diversity Policy v1.1

Prominate will recruit, hire, train and promote persons without regard to race, colour, religion, sex, national origin, age, disability, marital status, or sexual orientation so as to further the principle of equal employment opportunity and diversity. Prominate directs all personnel (full or parttime, permanent or temporary) to ensure that decisions relative to employment, conditions of employment and access to services and benefits be made without regard to race, colour, age, religion, national origin, sexual orientation, sex, marital status, disability, or status.



Target 10.3 Ensure equal opportunities and reduce inequalities – We align and continue to implement policy and report to keep on track



5.5 Ensure full and effective participation – We align and are on track

The percentage ratio of men to women in senior management within our company is 57% men and 43% Women, Globally, women held only 28.2% of management positions in 2021 (up just 1% since 2015), although they accounted for almost 40% of total employment.

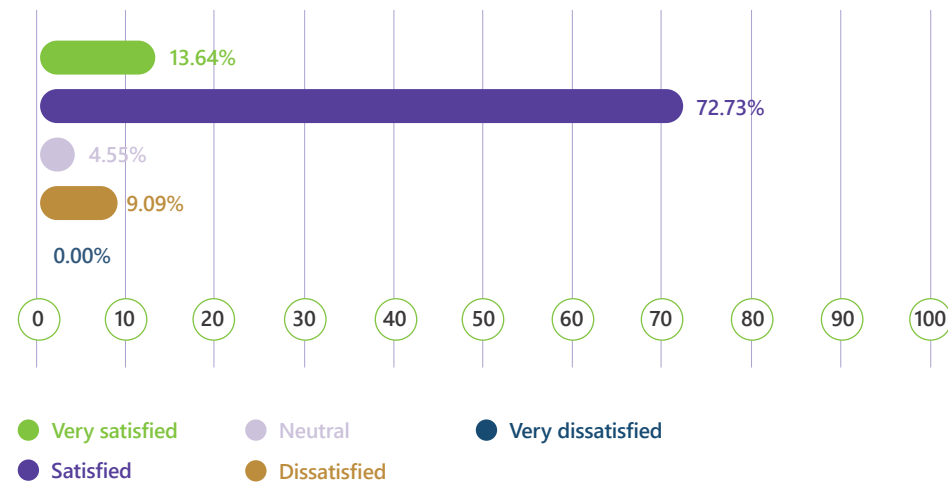
[https://sdgs.un.org/goals/goal5#progress\\_and\\_info](https://sdgs.un.org/goals/goal5#progress_and_info)

## PEOPLE SATISFACTION

During January/February 2023 employees were sent an Employee Satisfaction Survey.

Of the questions asked the results show that overall the employees are satisfied in working for Prominate, their job role, and that the company empowers them to make decisions, acts professionally and responds to important issues.

How satisfied are you overall with working for Prominate?



#### Further results from the survey included:

- Over 70% of staff felt their training and development needs were met
- 81.2% said they felt trusted and empowered to make decisions and act on them

The survey also asked for opinions on improvements and from those results 2 internal working groups of staff have been formed.

Each task force has been in action through 2023 and have been looking and achieved the following:

#### Fantastic Place to Work Taskforce

##### Looking at:

- Behaviours, conduct and values.
- Ways of working and team spirit.
- Rewards and recognition.
- Participation and collaboration.

##### Achieved:

- ✓ Quarterly Volunteering Days
- ✓ Enhanced Maternity Leave
- ✓ 'Questions for Management' addressed in quarterly company meetings
- ✓ Get To Know your Profiles – Promi-People

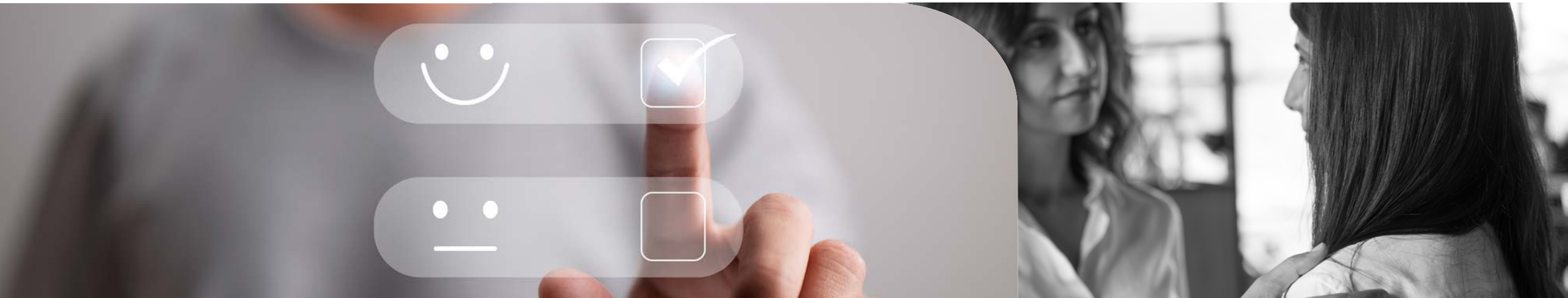
#### Employee assistance team taskforce

##### Looking at:

- Mental Health.
- Health & Safety and the Working Environment.
- Employee Support and Communication.
- Learning and Development.

##### Achieved:

- ✓ Implementation of a Mental Health Policy
- ✓ Adding information around the office of where you can seek support
- ✓ Raised awareness on Mental Health, Menopause, Health & Safety and Diversity





## POLICIES AND PEOPLE DEVELOPMENT

**We have in place policies and procedures giving our team the information they need.**

- Background Check Policy
- Complaints Policy
- Conflict of interest Policy
- Equality and diversity policy
- Ethical Policy
- Health & Safety Policy
- Hybrid Working Policy
- Mental Health Policy
- People Management Policy
- Personnel and Management Handbook
- Privacy Policy
- Employee Data Protection Policy
- Staff Handbook including
  - Anti Harrassement and Bribery Policy
  - Grievance
  - Sickness Policy
  - Parental Leav and flexible working
  - Maternity, Paternity and Adoption

We record all staff training on our Training log and have been providing an average of 29 hours training per employee across the year – this is an increase of 6 hours per employee on last year.

A total of 72 hours of training was provided by external training providers.

Training topics included amongst others;

- ✓ 20 company wide Crash Courses given internally on internal process, procedures, and policy
- ✓ Health and Safety
- ✓ Management Training on Managing Conflict and Difficult Conversations
- ✓ Excel Training
- ✓ Information Security and Cyber Awareness
- ✓ Carbon Calculations, GHGs and Sustainability
- ✓ Staff Handbook and People Policy
- ✓ Building Confidence
- ✓ Asserting Yourself
- ✓ Time Management Skills



Target 10.3 Ensure equal opportunities and reduce inequalities – We align and continue to implement policy and report to keep on track

## EMPLOYEE BENEFITS



**Hybrid Working Policy:** 40% of work time working from the office. The remaining working time may be worked from the office or your home.



**Pension Scheme:** We run a contributory company pension scheme. You can contribute as much or as little as you like to your pension. We match your contribution subject to a minimum contribution of 3% and a maximum of 5%.



**Additional holiday for length of service:** At the end of your 4th year of service you receive 1 additional day's annual leave. In addition, every 2 years worked after that entitles you to an additional 1-day annual leave. Annual leave is capped at 28 days, with 3 days still taken as mandatory at Christmas.



**Healthcare:** We run an optional healthcare scheme, currently with BUPA. Any employee is welcome to participate (covering them and their family). Payment is taken out of your salary. It typically works out much cheaper than doing private healthcare on your own.



**Social Events:** We run company social activities typically 3-4 times a year and Team lunches take place every quarter.





**Eyecare:** Full cost of a basic eye test every 2 years but also more frequently as reasonably required and the cost of an additional Optical Coherence Tomography (OCT) test. A basic pair of glasses if required specifically for VDU work – must be approved in advance.



**Cycle to work scheme:** The Cycle scheme is an employee benefit if you plan to cycle to work that saves you money on a new bike, you pay nothing upfront and the payments are taken tax efficiently from your salary by your employer.



**Secure Bike Shed:** Somewhere to safely store your bike when cycling to work.



**Birthdays:** A cash gift of £20 within your birthday card. This £20 is intended for you to use as you wish, buying cakes etc for the office, lunch with a friend, takeaway, or treat yourself with whatever you choose. You also get a birthday hour to use around the time of your birthday (does not have to be precise day but within a few days either side) so you can either start a little later or finish a little earlier as agreed with your line manager



**Additional extra benefits:** We provide tea, coffee, milk, water cooler, cordial, biscuits, fruit, all free of charge. On a Friday afternoon we offer a selection of soft drinks and for those not driving beer and Prosecco.

## OUR CHARITY PARTNERSHIPS



We have supported Giving world for over a decade now.

- Giving World's vision is a 'society where no-one is in need because nothing is wasted.'
- Working with business' across the UK Giving World redistribute surplus products to people living in poverty.
- Wherever possible we donate our surplus products to Giving World who then distribute and through their platform provide us with information on how our goods have been used.
- In 2023 alone we donated goods worth £16,941 which went to help 1465 people.
- By donating surplus products we are also avoiding landfill and through our donations we saved 21,112 KG of Co2e emissions by those products not going to landfill.
- We also donated money raised from a Christmas Raffle at our office direct to Giving World with the support of some of our key suppliers.
- We will continue to support Giving World through 2024 and have already made our first donation of the year to them.

To find out more visit: <https://www.givingworld.org.uk/>

Through our Fantastic Place to Work Task Force, going forward we will be arranging quarterly company volunteering days to support additional charities.







WasteAid's vision is "a world in which waste causes no harm, and where people in poverty are empowered to recover its value".

In support of WasteAid we have created a natural cotton shopper, made from wasted material. Bags that have been classified as a spoil, are cut in half, two plain sides are then sewn together creating a new Second-Life Bag. The spoil halves are recycled into sound proofing material, so nothing is wasted.

This tote bag now forms a part of our Promi-Nature range of products and from every bag sold we will donate £1 to WasteAid to support the continuation of their work alongside communities and policy makers to introduce waste management and recycling programs by equipping individuals and communities around the world with the power to use waste to their advantage as a resource that can be harnessed to reduce poverty and create a healthier environment for everyone.

To find out more visit: <https://wasteaid.org/>



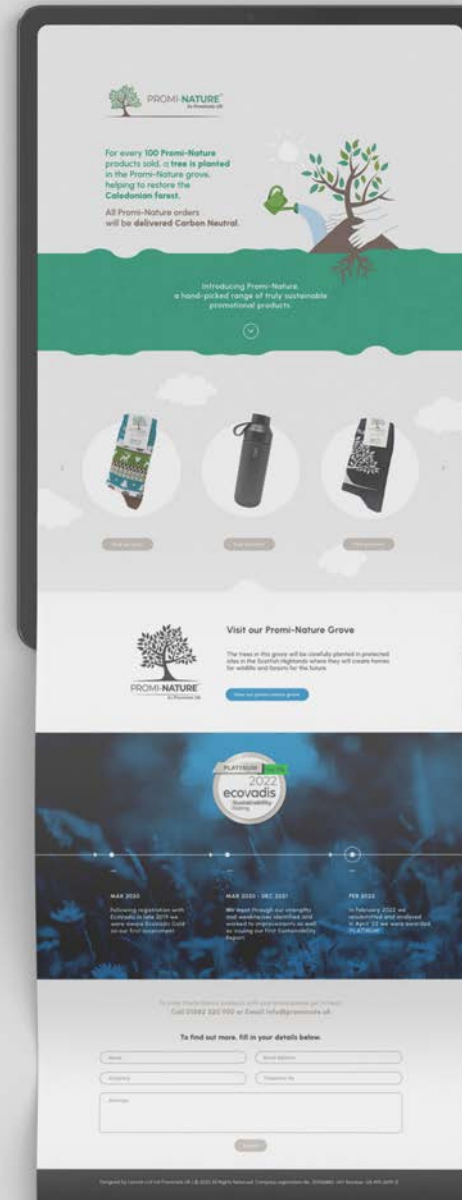
Target 17.17 Encourage and Promote effective partnerships – We align and are proactive



## PROMI-NATURE™ PAGE



Target 15.1 Promote sustainable management of forests, halt deforestation and restore degraded forests. – we align and show ongoing commitment



## SOCIAL IMPACT PRODUCTS



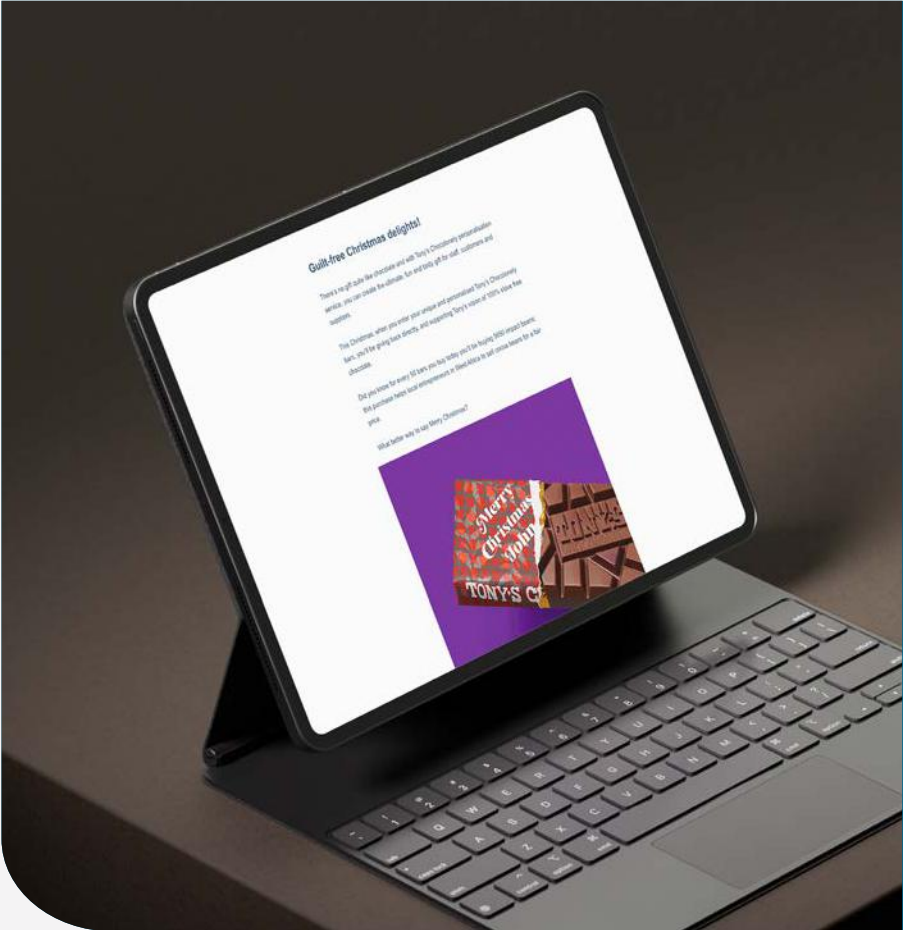
Target 17.17 Encourage and Promote effective partnerships – We align and are proactive







Target 17.17 Encourage and Promote effective partnerships – We align and are proactive







Target 17.17 Encourage and Promote effective partnerships – We align and are proactive



# ESG

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**Our Company**  
**Our Purpose and Values**  
**Our Key Company Measurables**  
**Business Ethics**  
**Collaboration**  
**Supply Chain Management**

Transparency is the key to good Governance.  
G for Governance – this will cover our companies  
leadership, controls, rights, practices and accreditations



## OUR COMPANY. VALUES, LEADERSHIP

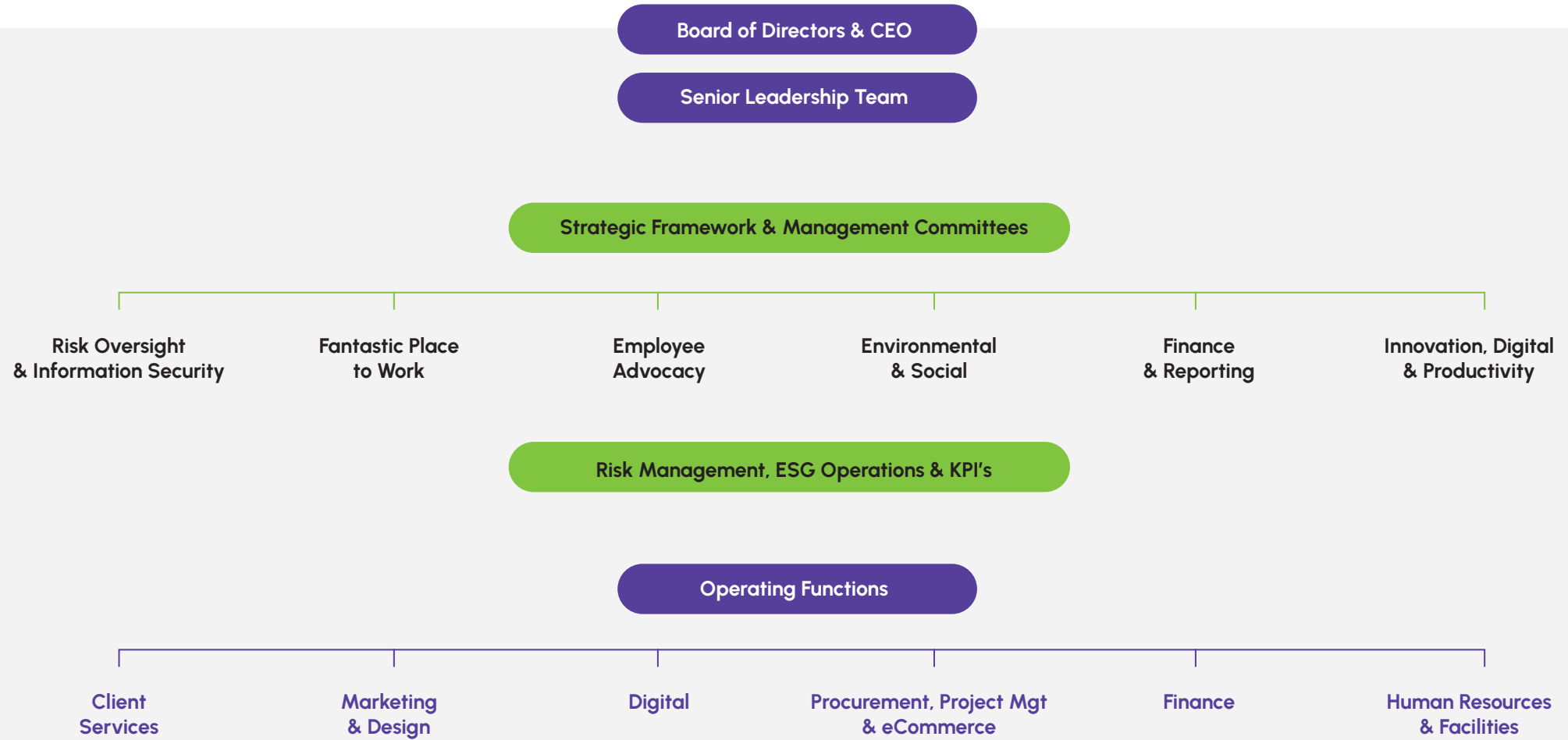
### Summary Company Information

- ✓ Lesmar Ltd is a private limited company owned by Mike Oxley and Andy Ducksbury.
- ✓ Board is comprised of Mike, Andy and an independent non-executive chairman, Paul Griffiths.
- ✓ We follow the Investors in People framework and pay over the National Living Wage in addition to a company-wide bonus scheme, contributory pension scheme and access to a private medical scheme.
- ✓ We are ISO27001 certified for information security, rated EcoVadis platinum standard for sustainability, and Charter Members of our industry trade association the BPMA.
- ✓ We are CyberEssentials certified and signatories to the BPMA Step Forward pledge.
- ✓ We are members of Sedex, our local Chamber of Commerce and a global industry association IPPAG.





## ESG GOVERNANCE



The background of the page features large, soft, white clouds that appear to be floating in a light blue sky. The clouds are more prominent on the left and right sides, framing the central text.

The impact we seek to have on people's lives and the world they live in:

**We want to influence people's behaviour on behalf of our clients in a positive way that makes people feel happy, appreciated or informed.**

## OUR PURPOSE



### WHAT WE DO

We deliver value to our customers through the application of promotional materials.

### OUR GOAL

To be the UK's market leader in promotional material solutions.

### OUR APPROACH

Our approach is to listen and develop market leading creative designs and innovative new ideas ensuring an advantage for our client's promotional campaigns.



## OUR VALUES

### 1/3 Responsible

Do what we say we are going to do, when we say we are going to do it.

### 2/3 Reliable

Be honest, ethical and true to our word.



### 3/3 Resourceful

Think, solve and continually improve.



## OUR KEY COMPANY MEASURABLES FOR LONG-TERM PERFORMANCE



## BUSINESS ETHICS

We take our responsibilities to conduct business in a legal, ethical, and progressive way seriously.

Our policies reflect our values and our approach, comply to all legal requirements and protect corporate social responsibility.

### KEY ESG RELATED POLICIES IN PLACE



- Anti Corruption and Bribery Policy
- Anti Facilitation of Tax Evasion Policy
- Business Continuity Policy
- Conflict of Interest Policy
- Data Protection Policy
- Document Management Policy
- Ethical Policy
- Equality and Diversity Policy



- IT Security Policy
- IT System Security Policy
- Office Security Policy
- People Management Policy
- Secure Disposal Policy
- Supplier IT Security Policy
- Supply Chain Managements Policy
- Supplier Code of Conduct
- Whistleblowing Policy

## COLLABORATION

We are members of Sedex, BPMA, IPPAG, and the UK partner and shareholder in Prominate global.



As Sedex members we are able to connect with clients and suppliers through the Sedex platform.



As charter members of the BPMA for over a decade we abide by the BPMA code of conduct.



IPPAG, the International Partnership for Premiums and Gifts, is made up of market-leading promotional item distributors and wholesalers spread across the globe. IPPAG's mission is to facilitate its member's common desire to share and grow together within the promotional items industry, gaining in expertise, excellency and efficiency through shared projects, resources and initiatives.

[IPPAG.world](https://www.ippag.world)



Prominate globally is made up of over 100 offices worldwide and 2,200 team members. Collaboration is key to our success, carefully aligning the needs of a local customer with the demands of a global strategy whilst creating cohesive global supply chain management and action on sustainability.

[Prominate.com](https://www.prominate.com)



## SUPPLY CHAIN MANAGEMENT

We are committed to behaving in a social and ethically exemplary way, and we believe that we are responsible for all the people who take part in the production and support of our products and services worldwide. We also believe that actions speak louder than words.

We have a robust Supply Chain Management Policy which lays out all of our procedures for assessing, rating, and reviewing all our supply partners.

Our suppliers enter an initial self assessment phase using our SSAQ, SA-Q and SSIQ questionnaires. These are reviewed in full and followed up by the Procurement & Sustainability Director.

Where required, third party verified audits and certifications are requested before suppliers are awarded ratings.



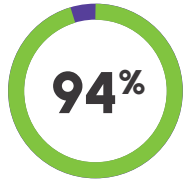
Key	Self – Assessment type
SSAQ	Supplier Self Assessment Questionnaire for suppliers of goods
SA-Q	Service Supplier Questionnaire
SSIQ	Supplier Sustainable Impact Questionnaire



Target 17.17 Encourage and Promote effective partnerships – We align and are proactive

## SUPPLY CHAIN MANAGEMENT PROGRAM (SCMP) REPORTING

All Suppliers where the SSAQ Detailed Supplier Assessment has taken place have signed our terms and conditions and agreed to our Supplier Code of Conduct including the 10 Principles of the UN Global Compact and the ETI Base Code.



of all targeted suppliers in the UK have completed the SSAQ detailed supplier assessment



of all targeted suppliers in the EU have completed the SSAQ detailed supplier assessment



of all targeted suppliers in ROW have completed the SSAQ detailed supplier assessment

Compared to previous year there is a 9% increase in UK suppliers having completed the SSAQ and an 11% increase in EU suppliers. ROW suppliers remain at 100% completing the SSAQ detailed supplier assessment

Our internal Supplier Issue Management Log is used by the company to log issues they encounter with suppliers including (but not limited to) customer service issues and product quality issues.

During the financial year 22/23 there were 20 supplier issues logged against a total of over 5000 orders placed by us (around 0.04%) All issues were resolved with the suppliers directly.

- 15 issues were related to poor communication issues
- 1 issue raised was a quality issue
- 4 issues were related to issues with deliveries

\*Targeted suppliers refers to those considered 'preferred' under our Supply Chain Management Policy and where spend is active in the last financial year



# ACCREDITATIONS





## ISO 27001 INFORMATION SECURITY

ISO 27001 is an international standard in information security.

By being certified for ISO 27001 from a UKAS accredited auditor, we demonstrate that we have established, implemented, maintain, and continually improve our information security management system, proving to our clients and partners that we are safeguarding their data.

**Confidentiality:** Only authorised persons have the right to access information.

**Integrity:** Only authorised persons can change the information.

**Availability:** The information must be accessible to authorised persons whenever it is needed.

<https://www.iso.org/standard/27001>



## OUR INFORMATION SECURITY



### COMPANY

- ✓ ISO27001 Information Security certified
- ✓ Cyber Essentials certified for cyber security
- ✓ PCI-DSS compliant
- ✓ ICO registered
- ✓ Cyber Liability Insurance
- ✓ Employees are Hiscox CyberClear® Academy Trained for cyber security
- ✓ Employees are background and DBS checked
- ✓ Robust supplier data security management

### DIGITAL SOLUTIONS

- ✓ SSL certification
- ✓ Security event monitoring and 2FA as native
- ✓ Secure ISO27001 certified and PCI-DSS compliant hosting with DDOS protection
- ✓ Web application firewall & security headers
- ✓ Real-time vulnerability scanning with Patchstack
- ✓ Encrypted database & penetration testing options
- ✓ 24/7 website uptime monitoring with proactive alerts
- ✓ Options for IP restricted access (allow-list) and IP blocking (deny-list)

## ECOVADIS

We are delighted to let you know that Prominate have come out platinum standard again for the EcoVadis sustainability ratings, which puts us within the top 1% of companies assessed.

We've gone up from a score of 71 in 2020, to a score in 2023, of 82 and are delighted!

EcoVadis is the world's largest and most trusted provider of business sustainability ratings with a global network of more than 90,000+ rated companies.

In addition to this we have signed up to the BPMA's StepFoward Pledge, as recognition of our commitment and declaration of intent to ensure sustainability is at the heart of our products and operations.

**2024 is a big year for sustainability and we look forward to bring you along the journey with us.**



For more information about ecovadis visit [ecovadis.com](https://ecovadis.com)



## ECOVADIS IMPROVEMENT STRATEGY

01

Completing Ecovadis annually is not only a great way for us to demonstrate and verify what we are doing but also to learn from what we have done and improve year on year.

02

From our 2023 Ecovadis score card we can now start to action further strategies for continual progress in each of the areas measured.

- Environment
- Labour & Human Rights
- Ethics
- Sustainable Procurement

03

In reviewing our performance we will be improving current reporting and implementing new forms of reporting in order to provide full and conclusive documentation and quantitative targets in preparation for our 2024 submission.

04

We continue to increase our network of connections through the EcoVadis Platform and align with clients and partners alike.

17 PARTNERSHIPS  
FOR THE GOALS



Target 17.17 Encourage and Promote effective partnerships – We align and are proactive

## THE PROMI-PROMISE FOR 2024

At Prominate UK we are committed to stand by our pledge for transparency and progress in environmental sustainability, positive social impact, and corporate governance. We set specific goals, regularly update stakeholders, and actively seek to make a positive impact.



We are committed to sustainability and all that it entails.



We will lay out a roadmap to enable reduction of all emissions to align with the Paris Climate agreement and commit to Net Zero by or before 2050



We are fulfilling our commitment of virtually zero to landfill, by increasing our recycling and decreasing our general waste.



We will continue to strive to further support the sustainable development goals through our actions as a business.



We will use our marketing to highlight products, ideas and innovations that support sustainable supply chains.

# Thank you

Your promotional materials agency



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