

**Next review: Jan 2027**

## **Introduction**

Cotswold Fine Dining recognises the impact that catering operations can have on the environment. As a catering provider we undertake good sustainability practices throughout our business and ensure that we consider the environmental impact of all our business decisions. We aim to promote sustainable practices in all aspects of our food sourcing, production and service.

We recognise our responsibility to provide sustainable food to our customers.

We recognise that we have to balance economic need against our responsibility to the quality of our environment. We will encourage customers, suppliers and other stakeholders to do the same.

We will make this policy available to our clients.

We will ensure continual improvement by periodically reviewing sustainability targets and by measuring performance against the Green Impact scheme criteria and the Sustainable Wedding Alliance criteria.

## **Responsibility**

Our Managing Director, Melissa Bennett and Executive Chef, Willis Smith are responsible for ensuring the environmental and sustainability policy is implemented, with Abbie Warmington, our Sustainability Officer driving the daily tasks. However, all employees and contractors have a responsibility to ensure that the aims and objectives of the policy are met.

## **Policy Aims**

We endeavour to:

- Comply with 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

**Energy and carbon reduction:** Minimise energy and water consumption through efficient administration, equipment selection, usage and disposal, food storage, preparation and cooking.

- We aim to reduce the amount of energy used as much as possible by switching off computer monitors when they are not in use and shutting down computers at the end of the day. Computers energy saving settings are turned on.
- Lights, and electrical equipment are switched off when not in use and low energy bulbs are used.
- Heating is adjusted with energy consumption in mind. Heating is only switched on in rooms that are in use and maintained by use of a Thermostat.
- The energy consumption and efficiency of new products will be taken into account when purchasing.
- Crockery and utensils are cleaned using a new energy efficient dishwasher.

### Transportation

- We reduce the need to travel, restricting to necessary trips only
- We promote the use of travel alternatives such as e-mail or zoom meetings
- We encourage event staff to use public transport or bicycles
- We maintain vehicles regularly to ensure ongoing efficiency
- All food is bought locally where possible to reduce 'food miles'
- Staff share vehicles where practicable
- Where we run events on our site we provide transport (for example a bus) to transport guests from park and ride car parks rather than encouraging them to use their own vehicles
- We use local suppliers whenever feasible to reduce our carbon footprint. Where non local suppliers are used we will keep deliveries as infrequent as practical and encourage suppliers to use modern fuel efficient vehicles.
- During lockdown we have reviewed our equipment hire process and now have a Luton style van that enables us to collect crockery etc. from our supplier in the same village and take ourselves thus reducing 2 round trips to the venue by the hire specialist
- A review has been completed as to the purchase of Electric vans, however, thus far they are prohibitively expensive and do not have mileage capacity

**Sustainable procurement:** Make procurement decisions that take into account social and environmental factors whilst achieving best value for money, by selecting and engaging with suppliers

- Use meat, poultry, dairy and eggs from sources that using practices that conform to high environmental, social and animal welfare standards
- local and seasonal fruit and vegetables wherever possible



- Our menus are seasonal and therefore use readily available local products
- We will aim to promote Fairtrade products and increase the provision of Fairtrade goods where possible i.e. tea/coffee/chocolate
- We stocktake regularly and buy to order for each event to reduce food waste
- We have added local wines to our list within 50 miles of Oxfordshire and high light to clients

### **Maintenance and Cleaning**

- Cleaning materials used will be as environmentally friendly as possible
- We will only use licensed and appropriate organisations to dispose of waste
- We will not use cleaning products that are tested on animals
- We will not use bleach products

**Waste reduction:** Where possible we reuse waste. Where there is waste that we cannot reuse we use recycling facilities. We keep food waste separate from dry waste (e.g. cardboard, paper and metal) to enable those to be recycled.

- We buy food with the minimum of packaging whilst ensuring maintenance of food hygiene and prevention of cross contamination
- Food waste is kept to a minimum by ordering perishable food specifically for each event, portion sizing and producing to order to suit the number of guests. We will monitor food waste to see if reductions may be made
- We are Champions of the Guardians for Grub campaign measure our kitchen preparation waste and plate waste on a daily basis, which is logged to a national case study. With their guidance we continue to educate the team and support reducing food waste.
- We encourage customers to use crockery instead of disposables, and provide reusable/recyclable/biodegradable products instead of polystyrene
- Food is transported to events in reusable containers

### **Paper**

- We will minimise the use of paper in the office
- We will reduce packaging as much as possible
- We will seek to buy recycled and recyclable paper products
- We will reuse and recycle all paper where possible

### **Office Supplies**

- We evaluate if the need can be met in another way
- We consider if renting/sharing is an option before purchasing equipment

- We evaluate the environmental impact of any new products we intend to purchase.
- We favour more environmentally friendly and efficient products wherever possible while considering that those used in the kitchen environment must meet minimum standards.
- We will reuse and recycle everything we are able to.
- We have set printers on duplex as standard

**Water reduction:** We encourage drinking of filtered or mains water rather than bottled water. Where requested we use glass bottles rather than purchasing plastic bottled water.

- We will monitor water consumption on site using a water meter. This enables us to identify leaks in the system.

#### **Monitoring and Improvement**

- We will comply with and aim to exceed all relevant regulatory requirements
- We will continually improve and monitor environmental performance
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training
- We will review this policy and any related business issues at our monthly management meetings

#### **Culture**

- We will review and update this policy at least once annually in consultation with staff and other stakeholders where necessary
- We will encourage suppliers, contractors and sub-contractors to improve their environmental performance
- We will use local labour and materials where available to reduce CO2 and help the community
- We will involve staff in the implementation of this policy, for greater commitment and improved performance
- We will provide staff with relevant information and training (where necessary) on practices which lower our carbon footprint

**Signed: Melissa Bennett**

**Position: Managing Director**

**Date: 31.01.26**

### **Action Plan for 2026 - 2027**

Continue to reduce food waste using the guardians of grub tools

Continue to encourage staff to car share when working at events

Continue to encourage staff to use public/local transport/bicycle or walk to events within easy travelling distance of home

Continue to recycle used printer/toner cartridges (and record numbers)

Sustainable procurement – To source and use fish from sustainable stocks, promoting fish recommended by the Marine Conservation Society (MCS)

Continue to review suppliers of meat and poultry and milk for membership schemes such as Red Tractor scheme or equivalent and source accordingly

Review purchase of ambient goods to see if an increased quantity can be ordered in bulk to reduce packaging.

We are members of the Sustainable Wedding Alliance and with their support we are guided through our practices as a business to continually make amendments across all departments to ensure our business is operating as sustainably as possible.

We will discuss environmental and sustainable impact with our clients when deciding on menus and other arrangements associated with event catering.

We will look at the Environmental Policy of clients where they have one and will endeavour to meet their requirements when on site.

We will look at the environmental policies of suppliers and grow the range with shared values and interests in sustainability.