



**POLYFLOR LVT**  
RESPONSIBLE SOURCING  
ANNUAL REPORT

FOR THE YEAR ENDED 31/12/2022



POLYFLOR LVT RESPONSIBLE  
SOURCING ANNUAL REPORT

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# Energy & Emissions

There is a direct connection between the energy used and the environment. Emissions from energy use from activities owned or controlled by the company are reported via the Scope 1 and Scope 2 emissions. Emissions from the company's value chain both upstream and downstream of the company have been reported as Scope 3 emissions.

## Scope 1 Emissions (Direct Emissions)

Year	2020	2021	2022
<b>Conversion Factor</b> (kgCO <sub>2</sub> e/tonne of Diesel (100% mineral diesel))*	3,206.62 <sup>[1]</sup>	3,208.76 <sup>[2]</sup>	3,208.76 <sup>[3]</sup>
<b>Scope 1 (Direct Emissions)</b> <b>Diesel Emissions Intensity</b> (kgCO <sub>2</sub> e/m <sup>2</sup> )	0.0200	0.0183	0.0181
<b>Total Scope 1</b> <b>Emissions Intensity</b> (kgCO <sub>2</sub> e/m <sup>2</sup> )	0.0200	0.0183	0.0181

\* The Diesel Conversion factor for '100% mineral diesel' has been used instead of the factor for 'average biofuel blend diesel' to cover a worst-case example.

## Scope 2 Emissions (Indirect Emissions)

Year	2020	2021	2022
<b>Conversion Factor</b> Electricity (China) (kgCO <sub>2</sub> e/kWh of electricity)	0.5374 <sup>[4]</sup>	0.5374 <sup>[5]</sup>	0.5572 <sup>[6]</sup>
<b>Scope 2 (Indirect Emissions)</b> <b>Electricity Emissions Intensity</b> (kgCO <sub>2</sub> e/m <sup>2</sup> )	0.9272	0.9533	0.7990
<b>Conversion Factor: Natural Gas</b> (kgCO <sub>2</sub> e/m <sup>3</sup> of natural gas (100% mineral blend))**	2.03017 <sup>[1]</sup>	2.02135 <sup>[2]</sup>	2.0300 <sup>[3]</sup>
<b>Scope 2 (Indirect Emissions)</b> <b>Steam Production (heated by Natural Gas)</b> <b>Emissions Intensity</b> (kgCO <sub>2</sub> e/m <sup>2</sup> )	1.5147	1.6437	1.1667
<b>Total Scope 2</b> <b>Emissions Intensity</b> (kgCO <sub>2</sub> e/m <sup>2</sup> )	2.4419	2.5970	1.9657

\*\* The natural gas conversion factor for '100% mineral blend' has been used instead of a lower factor which includes biogas content to cover a worst-case example.

- [1] Department for Environment Food & Rural Affairs (2020, July 17). Conversion factors 2020: full set (for advanced users). Retrieved from: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/891106/Conversion\\_Factors\\_2020\\_-\\_Full\\_set\\_for\\_advanced\\_users\\_.xlsx](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/891106/Conversion_Factors_2020_-_Full_set_for_advanced_users_.xlsx)
- [2] Department for Environment Food & Rural Affairs (2022, January 24). Conversion factors 2021: full set (for advanced users). Retrieved from: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1049333/conversion-factors-2021-fullset-advanced-users.xls](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1049333/conversion-factors-2021-fullset-advanced-users.xls)
- [3] Department for Environment Food & Rural Affairs (2022, September 20). Conversion factors 2022: full set (for advanced users). Retrieved from: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1083855/ghg-conversion-factors-2022-full-set.xls](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1083855/ghg-conversion-factors-2022-full-set.xls)
- [4] Carbon Footprint Ltd (2020, July). Country Specific Electricity Grid Greenhouse Gas Emission Factors. Retrieved from: [https://www.carbonfootprint.com/docs/2020\\_07\\_emissions\\_factors\\_sources\\_for\\_2020\\_electricity\\_v1\\_3.pdf](https://www.carbonfootprint.com/docs/2020_07_emissions_factors_sources_for_2020_electricity_v1_3.pdf)
- [5] Carbon Footprint Ltd (2022, March). Country Specific Electricity Grid Greenhouse Gas Emission Factors. Retrieved from: [https://www.carbonfootprint.com/docs/2022\\_03\\_emissions\\_factors\\_sources\\_for\\_2021\\_electricity\\_v11.pdf](https://www.carbonfootprint.com/docs/2022_03_emissions_factors_sources_for_2021_electricity_v11.pdf)
- [6] Carbon Footprint Ltd (2023, February). Country Specific Electricity Grid Greenhouse Gas Emission Factors. Retrieved from: [https://www.carbonfootprint.com/docs/2023\\_02\\_emissions\\_factors\\_sources\\_for\\_2022\\_electricity\\_v10.pdf](https://www.carbonfootprint.com/docs/2023_02_emissions_factors_sources_for_2022_electricity_v10.pdf)

## Scope 3 Emissions

It is not practical or possible to measure every Scope 3 emission, but the company will endeavor to identify the significant sources of Scope 3 emissions and report an estimate of them to enable Scope 3 emissions to be monitored and reduced. Sources of emissions included in the total Scope 3 emissions intensity calculated below are raw material production, raw material transport, finished goods packaging, water consumption, waste production, business travel, transport of finished goods, use of sold products and end-of-life processing of sold products. Scope 3 emissions intensity will be reported annually from 2022 onwards.

<b>Total Scope 3 Emissions</b> (kgCO <sub>2</sub> e/m <sup>2</sup> )	<b>2022</b>
	18.5333

Refer to product specific environmental product declarations (EPD's) for verified environmental information on the life cycle of a product.

## Energy Intensity

There is a direct connection between the energy used and the environment. Challenges posed by the covid-19 pandemic caused reduced efficiency of production during 2020 and 2021 but electricity consumption for 2022 reduced due to the easing of those challenges and improvements made to the equipment and processes. Energy management and continuous improvement continue to be important parts of the company's ongoing sustainability objectives.

<b>Electricity Consumption</b> (kWh/m <sup>2</sup> )	<b>2020</b>	<b>2021</b>	<b>2022</b>
	1.7253	1.7740	1.4340

# Water

Water is a natural resource which must be protected. Water management continues to be an important part of the company’s ongoing sustainability objectives within its BES 6001 and ISO 14001 management systems. In 2022 water usage continued to reduce.

	2018	2019	2020	2021	2022
<b>Total process mains water usage over 12 months (m<sup>3</sup>/m<sup>2</sup>)</b>	0.019	0.017	0.017	0.017	0.015

# Transport

The efficient transport of raw materials to the production facility, the impacts from operations of vehicles owned or leased by the company, and the subsequent transport of finished goods downstream is imperative.

With regards to the environmental impacts associated with suppliers’ transport operations to and from the production facility, suppliers are encouraged to use energy efficient vehicles. The company also, where feasible, sources bulk raw materials as close as possible to the site.

<b>Proximity of suppliers during 2022</b> (by percentage of weight of constituent raw materials purchased)	<b>Within 50 miles</b>	<b>Within 100 miles</b>	<b>Within 500 miles</b>
	16.8%	77.1%	77.1%
<b>Emissions standard of raw material delivery vehicles</b> (by percentage of weight of constituent raw materials purchased)	<b>CHINA V OR CHINA VI</b>		<b>CHINA VI</b>
	100%		47.42%

Orders of finished goods are loaded into containers in a way to maximize the quantity of goods per container, minimum order quantities and container loading procedures are established to support this. This activity both reduces the environmental impact from the transport of goods and minimizes transport costs. Goods in the UK are transported by a fleet of heavy goods vehicles which have modern EURO VI engines. Further reductions of the fleets environmental impact are achieved through driver efficiencies, using the shortest routes possible, increasing bulk loading and backhauling volumes.

The transport emissions from raw material transport and the transport of finished goods have been included in the Scope 3 greenhouse gas emissions calculations. The transport emissions of vehicles directly owned or leased by the company have been included in the Scope 1 emissions. These transport impacts and their reduction is monitored as part of the company’s ongoing sustainability objectives.

# Waste

Waste management continues to be an important part of the company’s ongoing sustainability objectives within its BES 6001 and ISO 14001 management systems. Waste minimization from the outset is pivotal. Policies and procedures are in place to ensure waste is managed and handled appropriately. Moving waste streams up the waste hierarchy is important but limiting the potential for waste at the outset will continue to be the priority.

## Waste Hierarchy

<b>PREFERABLE</b>	<b>Prevention</b>	Using less material in design and manufacture; keeping products for longer; re-use and using less hazardous materials.
	<b>Preparing for Reuse</b>	Checking, cleaning, repairing, refurbishing whole items or spare parts.
	<b>Recycling</b>	Turning waste into a new substance or product. Includes composting if it meets quality protocols.
	<b>Other Uses</b>	Includes anaerobic digestion; incineration with energy recovery; gasification and pyrolysis which produce energy and materials from waste.
<b>AVOID</b>	<b>Disposal</b>	Landfill and incineration without energy recovery.

## Waste Produced Relative to Production

	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Waste Produced Relative to Production (kg/m <sup>2</sup> )	0.04749	0.004217	0.00504	0.00619	0.00401

# Employment & Skills

The company has a responsibility to its employees, ensuring their health and wellbeing. Employee training is provided internally and, where appropriate, by external training providers. Policies and procedures are in place to ensure equality, diversity, training, health & safety, and wellbeing. The company maintains SA 8000 certification to confirm the company conducts business in a way that is fair, decent for workers, and to demonstrate adherence to the highest social standards. To maintain SA 8000 certification the production facility is audited by an independent third-party certification body.

Year	2019	2020	2021	2022
<b>Employment</b>				
Total number of <b>employees</b>	241	236	238	214
Number of <b>new employees</b>	22	14	13	11
<b>Contracts</b>				
Number of <b>full-time employees</b>	241	236	238	214
Number of <b>part-time employees</b>	0	0	0	0
Number of <b>temporary employees</b>	6	0	1	0
<b>Equality</b>				
Number of <b>male employees</b>	211	209	207	189
Number of <b>female employees</b>	30	27	31	25
Number of <b>male managers</b>	7	6	6	6
Number of <b>female managers</b>	0	0	0	0
<b>Retention</b>				
Number of <b>internal promotions</b>	1	3	1	0
Number of employees who have <b>undergone external training</b>	0	2	2	0
<b>Health &amp; Safety</b>				
<b>Loss Time Accidents (LTA)</b>	3	2	1	1
<b>Actual days lost</b> through LTA	101	154	138	193

# Local Communities

As a responsible manufacturer, the company has a duty of care to ensure that the impact of day-to-day operations from its business to the local community is minimal. Policies and procedures are in place to ensure complaints are in place to ensure all complaints from local community stakeholders and any subsequent and associated actions are managed and recorded appropriately. There have been no complaints from the local community in the past year.

