



Publiship

# ENVIRONMENTAL SOCIAL & GOVERNANCE

Annual Report  
**2024**

[www.publiship.com](http://www.publiship.com)

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## ABOUT THIS REPORT

This report represents data taken from the calendar year January 1st to December 31st 2023.

This report includes narrative information from this period and also includes our goals and plans moving forward.

This is the first published report and covers our head office in Liverpool, England.

For any questions about this report please email [mark@publiship.com](mailto:mark@publiship.com).  
For more information about Publiship please visit [www.publiship.com](http://www.publiship.com)



**SUE KELLY**  
Operations Director

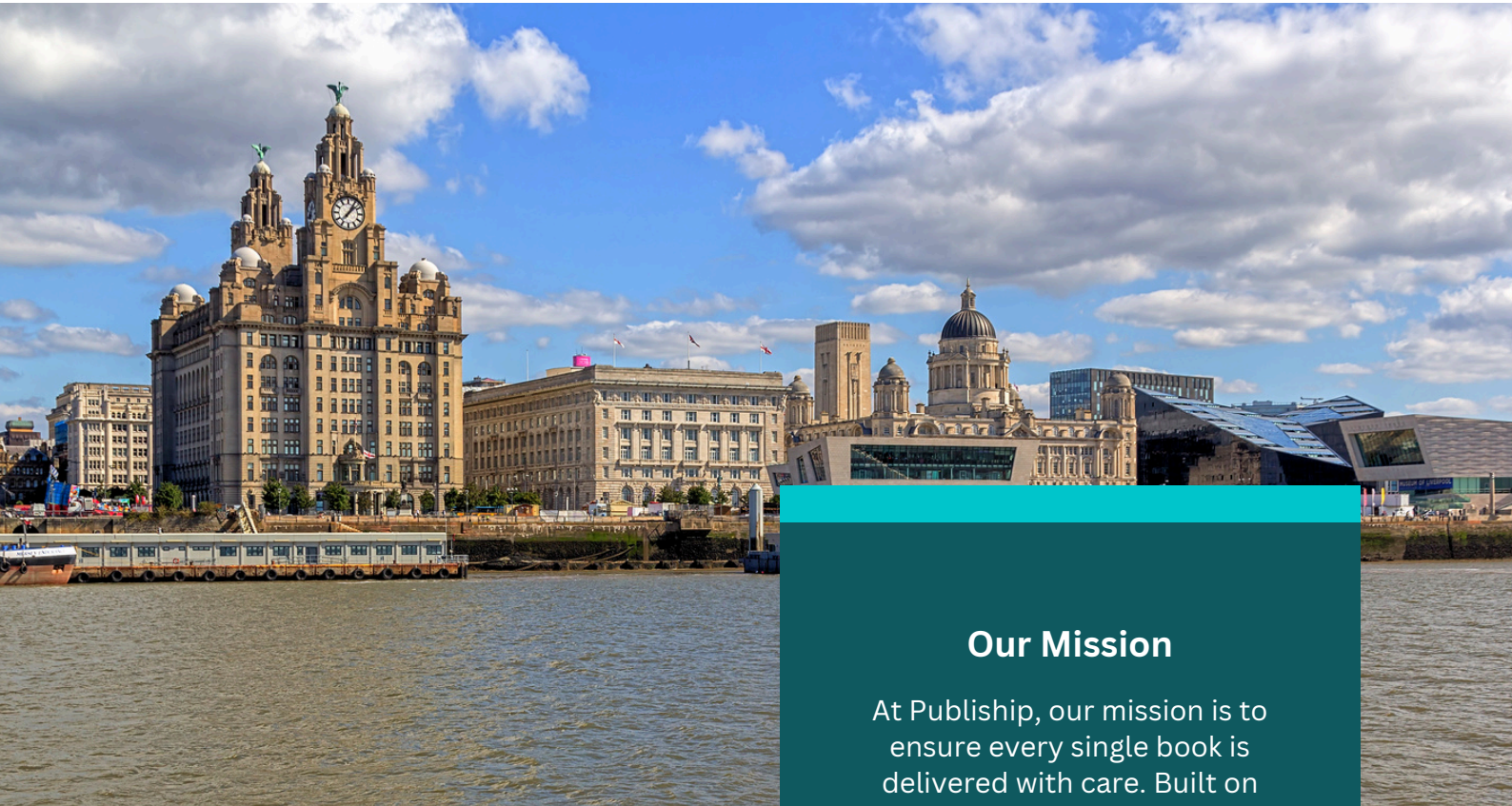
Dear Stakeholders,

I am honored to share with you our inaugural ESG Annual Report, marking a significant milestone in our journey towards sustainability and responsible business practices. This report embodies our commitment to environmental stewardship, social responsibility and robust governance. We are dedicated to driving positive change and creating long-term value for our stakeholders. Thank you for your continued support as we embark on this important journey together.

Sincerely,

# About Us

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**We have been working with Publishers and Printers around the world for more than 40 years.**

Our success and longevity has been built on a deep understanding of what our clients do and the ability to adapt and drive innovation in our industry.

Wherever our clients are around the world, our team offers seamless reliability and a customer-first approach. We truly are globally local, always going the extra mile to ensure all our clients have exactly what they need.

## Our Mission

At Publiship, our mission is to ensure every single book is delivered with care. Built on decades of knowledge, relationships and personal customer service, our clients trust us to solve the logistical challenges they face every day, around the world.

# Why Choose Us ?

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**With over 40 years of experience, we specialise in shipping books, and we understand the specific needs and challenges facing the Publishing sector.**

With a global network, including 14 strategically located offices across five continents, and hundreds of agents around the world, we are truly Globally Local and well placed to provide reliable and efficient book shipments worldwide.

- ✔ Online Tracking - State of the art tracking working in conjunction with Marine Traffic
- ✔ Advanced On-line Pricing Tool
- ✔ Dedicated Account Manager - a single point of contact throughout the entire shipping process
- ✔ End-to-End Emissions Reporting - even to title level.
- ✔ Complete Supply Chain Management, tailored to your needs.
- ✔ Seamless Reliability - the same Publiship customer service regardless of point of origin or destination.



# Our ESG Journey

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Even though we are only at the start of our sustainable journey, we believe there is an opportunity to lead and inspire the Publishing sector and we welcome invitations to collaborate with all our stakeholders to make a change. So far we have:-

- ✓ Appointed Mark Bartlett as our ESG Manager.
- ✓ Developed our free to use Carbon Calculator with in-depth reporting.
- ✓ Launched our EU Rail Service with emission savings of up-to 49% - over 200 tonnes saved so far.
- ✓ Introduced our revenue based tree planting scheme in partnership with *Ecologi* with 10000+ planted already.

“ I am delighted by the solid foundation we have established over the past year. Moving forward, let us strive for continuous progress and growth in the years to come. ”

Mark Bartlett | ESG Manager

# Environmental

The environmental section of our ESG report details our commitment to minimising the environmental impact of our operations and promoting sustainability. We have implemented policies and systems to monitor and reduce our resource consumption, emissions and waste generation. This section highlights our efforts in energy efficiency and waste reduction.

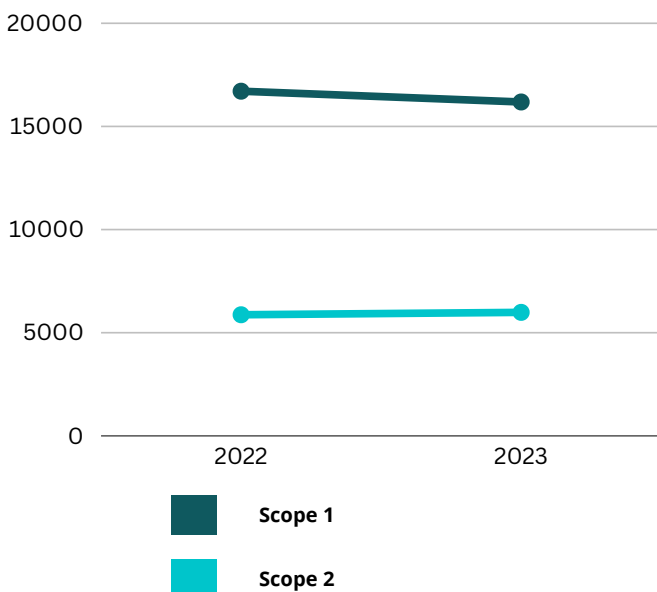
Publiship is committed to conducting business in an environmentally responsible manner and to implementing practices that promote sustainability. Our environmental policy is guided by the following principles:

- Compliance: We adhere to all applicable environmental laws, regulations and standards.
- Resource Efficiency: We aim to optimise the use of energy and raw materials in our operations.
- Sustainable Products & Services: We strive to offer products and services that are environmentally sustainable where possible
- Stakeholder Engagement: We engage with employees, customers, suppliers and other stakeholders to promote environmental awareness and collaborative action.

## Our Emissions

As we do not own the vessels or vehicles used to transport our cargo, our direct environmental footprint is reduced compared to the carriers within our supply chain.

In 2023, we generated 16184.83 metric tons of emissions from direct operations (Scope 1) and 5986.17 metric tons from purchased electricity (Scope 2). This represents a 1.8% reduction in total emissions compared to the previous year, aligning with our commitment to sustainable practices and footprint reduction



# Environmental



## Waste Management

We introduced Waste Sorting bins in the office in September 2023 with the aim of promoting waste segregation among employees and other stakeholders, emphasizing categories such as paper, food and plastic.

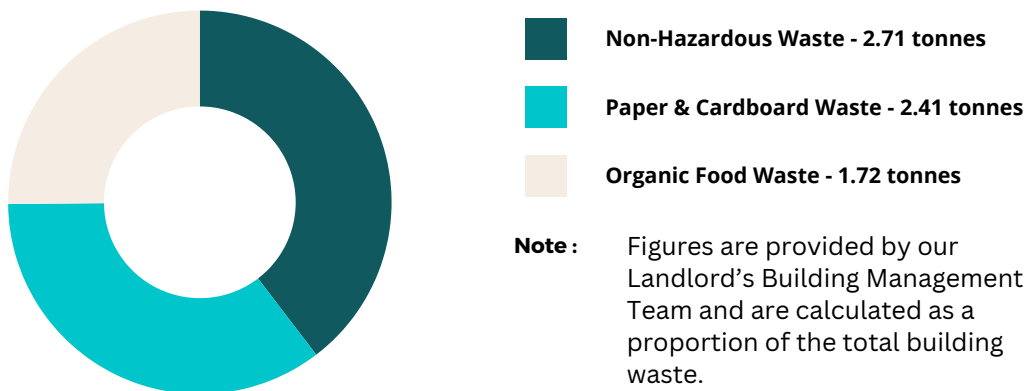
We also made a switch from single-use plastics for refreshments to providing reusable alternatives.

We have invested in computer hardware and software to enable staff to work in a paper free environment.

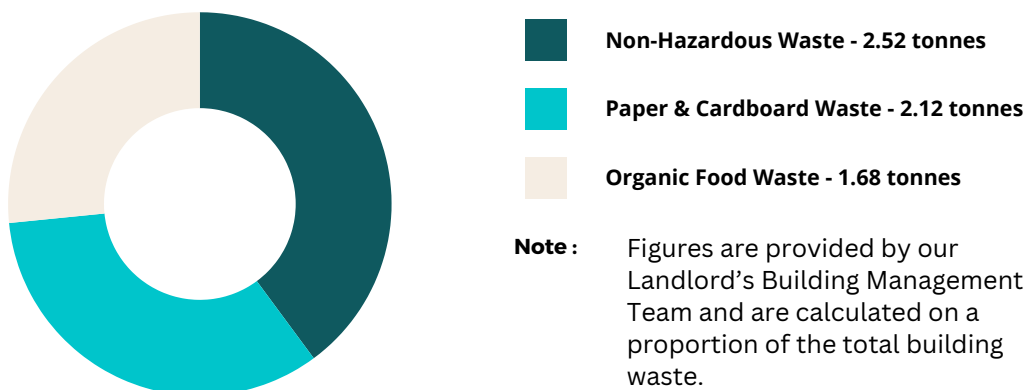
In 2023, Publiship generated a total of 8.81 metric tons of waste, consisting of 2.71 tonnes of Non-Hazardous Waste, 4.38 tonnes of Paper & Cardboard Waste and 1.72 tonnes of Organic Food Waste. This is an increase from 2022, however, the amount of tenants in the building has increased.

100% of this waste is diverted from Landfill, with 52.6% Recycled, 32.6% converted into Refuse Derived Fuel (RDF) and 14.8% processed with Anaerobic Digestion (AD)

### 1st January - 31st December 2023



### 1st January - 31st December 2022







# Environmental

## Summary

In conclusion of our GHG reporting, we are pleased to observe a decrease in our Scope 1 and Scope 2 emissions in 2023 compared to our calculations from 2022.

We know the reasons that our waste production has increased. We are pleased with the staff take-up on waste segregation and we can see a positive change of attitude within the office towards waste.

The emission reduction initiatives we have introduced have been successful, and we plan to collaborate with all stakeholders to enhance these efforts further.

Our goals for the next reporting period are as follows:

- ✓ Calculate our Scope 3 Emissions.
- ✓ To extend our carbon saving initiatives to other clients, such as our EU rail service.
- ✓ Work closely with suppliers to collaborate on reducing emissions.
- ✓ To continue to reduce our emissions and neutralising our output by investing into renewable energy schemes

“Reducing emissions is our primary focus, but taking immediate action is important too. This is why we have neutralised our Scope 1 and Scope 2 Emissions by supporting high-quality projects and funded the planting of over 10,000 trees in collaboration with our partner, Ecologi.”

**Mark Bartlett | ESG Manager**



# Publiship x Ecologi



In July 2023, we partnered with Ecologi to make a measurable, positive impact on the environment. We have done this through neutralising our scope 1 and 2 emissions and supporting verified climate projects worldwide. We have funded initiatives such as tree planting, renewable energy, and biodiversity restoration. Ecologi's clear reporting makes it easy to show the impact we have had, which helps reinforce credibility with our clients and connects us with people who care about the planet. Plus, teaming up with Ecologi gives our employees a way to get involved in meaningful climate action, making sustainability part of the company culture.



We have funded the planting of over 10000 trees in the last 12 months, as a thank you to our clients for placing their shipments with Publiship



We neutralised our Scope 1 and Scope 2 emissions in 2022 by investing into a Solar Power Project in Morocco.



We have neutralised our Scope 1 and Scope 2 emissions in 2023 by investing into Carbon removal through afforestation in São Paulo, Brazil



We have funded the restoration of 24m<sup>2</sup> of Wildflowers and Wetlands, equal to 1m<sup>2</sup> per employee for 2023

For more information about any of these projects, please check out our profile at <https://ecologi.com/publiship> where full detailed information is given.

# Social

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The social element of our ESG report addresses the impact of the company’s operations and policies on employees, customers, communities, and other stakeholders. This pillar examines a company's relationships and how it supports and enhances the well-being of its employees and broader society. In this report, we will focus on the critical components typically covered under the social section of an ESG report, including labour practices, diversity and inclusion and community engagement.

Publiship is deeply committed to conducting business in a socially responsible manner ensuring that our operations promote the well-being of our employees, customers, and communities. We prioritize fair labour practices by providing safe and healthy working conditions, offering competitive and equitable pay and fostering a diverse and inclusive workplace.

Externally, we maintain ethical supply chain standards by partnering with suppliers that uphold fair labour practices and respect human rights. In the past year, we conducted supplier audits to ensure compliance with these standards. Our commitment to community engagement remains strong, with over 5,000 employee volunteer hours dedicated to local projects and \$2 million contributed to community development initiatives. Additionally, we continue to prioritize customer safety and data protection, implementing robust privacy measures and maintaining transparent communication about our services. These efforts reflect our long-standing dedication to fostering trust and creating long-term social value for all our stakeholders.



Labour Practices and Employee well-being including Training and Development



Diversity, Equality and Inclusion



Human Rights and Supply Chain Responsibility



Community Engagement

# Labour Practices and Employee Well-being

During 2023, we continued to prioritise labour practices and employee well-being as key components of our ESG strategy. Our approach focuses on providing fair and equitable pay, ensuring safe and healthy working environments and fostering a culture of respect and inclusivity. We have implemented robust health and safety policies, provided first aid training and mental health first aid training to employees so we can support stakeholders physical and mental well-being. Additionally, we are committed to promoting work-life balance through a hybrid working model, while investing in career development to empower employees. These efforts reflect our dedication to building a thriving, engaged workforce that drives long-term sustainable growth.

## Equal Pay Review

As part of our on-going commitment to transparency, we conducted a comprehensive gender pay review in 2023 to assess pay disparities across our workforce. Across all staff excluding directors, the difference was £194 per month in Male Employees favour. However, during 2023 there were more Male managers than Female managers. In roles which we can directly compare responsibilities, Females are paid £29 per month more than Males. We conclude that our pay is not affected by gender.



£XX,XXX

Average Male Total Pay

The Pay Gap is



£XX,XXX

Average Female Total Pay

## Health and Safety

We are committed to providing a safe and secure workplace for all our employees and contractors. Whilst we are office based and have a relatively low risk of any accidents and injury, we have a robust health and safety policy. During 2023, we received zero reports of any accidents or injury in the workplace, matching our success in this area in 2022. Our goal is to maintain a zero incident rate.

We will provide all employees with safety training each year which includes Workplace Positioning and Heavy Lifting Protocol. With no incidents reported so far, we'll continue encouraging staff to promptly report any accidents through the correct channels to maintain transparency and safety.

## Work-Life Balance

We recognize that the well-being of our employees is integral to our success and sustainability. Promoting a healthy work-life balance is important to our business. We offer a Hybrid Working Model for all employees which has yielded positive outcomes across the organization. Employees report increased job satisfaction, reduced stress levels, and improved retention rates. By prioritising balance, we create a more resilient workforce equipped to meet challenges while thriving both personally and professionally.



# Diversity, Equality and Inclusion

We are committed to fostering a diverse, equitable, and inclusive workplace where every employee feels valued, respected, and empowered. We believe that diversity in our workforce drives innovation, enhances decision-making, and ultimately contributes to our long-term success. Our approach to DEI is integral to our Environmental, Social, and Governance (ESG) strategy, reflecting our dedication to social responsibility and ethical practices.

## Workforce Diversity

### Directors



**Note :**

Our Board of Directors consists of 2 Males & 2 Females

### Managerial Team



**Note :**

Our Managerial Team consists of 4 Males & 4 Females

### Operational Team



**Note :**

Our Operational Team consists of 7 Males and 5 Females

# Diversity, Equality and Inclusion

## Workforce Diversity

As with the gender results from our Diversity Analysis, we also have a workforce that is inclusive of all ages, with an equal split of staff between the ages of 31-60.

We are proud of our staff retention, with 16% of all staff having 0-5 years of service, 12.5% of staff having 6-10 years, 33% having 11-20 years and 16% of staff having 20-30 years of service. 22.5% of our staff have been with us over 30+ years and most of those have been with us since we were founded in 1983.

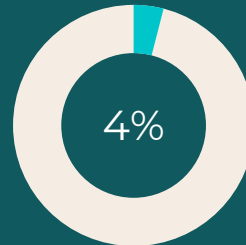
91% of our workforce are White British and 9% are White Irish.

We currently have zero staff members with any disabilities.



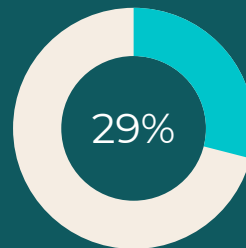
**Note :** All data is taken from year January - December 2023.  
If a staff member has ceased employment during this period they are included in this data,

## Workforce Age Range



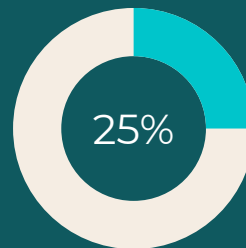
### Age 18-30 Years

We have one member of staff who falls into this range.



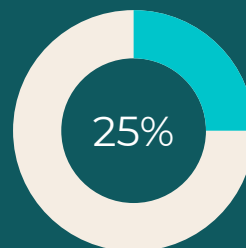
### Age 31-40 Years

We have seven members of staff that fall into this range.



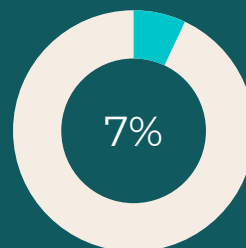
### Age 41-50 Years

We have six members of staff that fall into this range.



### Age 51-60 Years

We have six members of staff that fall into this range.



### Age 61+ Years

We have four members of staff that fall into this range.

# Human Rights and Supply Chain Responsibility

We are dedicated to upholding and promoting human rights throughout our operations and supply chain. We recognize that our responsibility extends beyond our organisational boundaries, impacting the communities and environments connected to our business activities. Our commitment to human rights is embedded in our core values and reflected in our policies and practices, ensuring that we operate ethically and sustainably.

## ✓ Human Rights Commitment

- **Adherence to International Standards:** We align our practices with international human rights frameworks, including the United Nations Guiding Principles on Business and Human Rights. This commitment helps us identify and mitigate human rights risks.
- **Employee Rights and Well-Being:** We are committed to fair labour practices, ensuring that all employees are treated with dignity and respect. This includes providing safe working conditions, fair wages, and freedom from discrimination and harassment.
- **Training and Awareness:** Regular training on human rights issues is provided to all employees, equipping them with the knowledge to recognise and address potential violations. We foster a culture of accountability, encouraging employees to report any concerns without fear of retaliation.

## ✓ Supply Chain Responsibility

- **Vendor Selection and Evaluation:** We conduct rigorous assessments of our suppliers to ensure compliance with our human rights standards. This includes evaluating their labour practices, environmental impact, and adherence to ethical sourcing guidelines.
- **Supplier Code of Conduct:** Our Supplier Code of Conduct outlines our expectations regarding human rights, labour practices, and environmental stewardship. We require all suppliers to commit to these standards and regularly monitor compliance through audits and assessments.
- **Partnership and Collaboration:** We engage with our suppliers to build capacity and promote responsible practices within their operations. By collaborating on initiatives focused on sustainability and human rights, we aim to create a positive impact throughout our supply chain.

Our focus on human rights and supply chain responsibility has strengthened our relationships with suppliers and fostered trust within our workforce. By prioritising ethical practices, we contribute to sustainable development and the well-being of communities affected by our operations.

As we move forward, we will continue to assess and enhance our human rights initiatives, ensuring that our practices reflect our commitment to ethical business conduct. We believe that respecting human rights is not only a moral obligation but also a critical factor in building resilient and sustainable supply chains that benefit all stakeholders.

# Community Engagement and Social Impact

Our commitment to community engagement is an important part to our business. Over the past year, we have intensified our efforts to connect with local communities, understanding their needs and aspirations while striving to make a meaningful impact.

Through various programs, we have fostered collaboration with local organizations, schools, and residents, focusing on areas such as education, health, and economic development. By encouraging employee participation and supporting local initiatives, we have not only strengthened our community ties but also enriched the lives of our employees.

As we look ahead, we remain committed to enhancing our engagement efforts, ensuring that we do our bit to help out the people and groups in our community that need it most. Together, we are building a sustainable future that reflects our values and dedication to social responsibility.

## All You Read Is Love

In December 2023, we partnered with a local marketing agency 'Agent' on their campaign 'All You Read Is Love'. This campaign is an initiative aimed at promoting literacy and a love for reading, where books are donated and then gifted to children and teenagers in the local community.

Typically, the campaign encourages individuals to explore diverse literary works and share their reading experiences, emphasizing themes of love, connection, and understanding across different cultures and backgrounds.

With help from our very generous clients, we were able to donate over £30,000 worth of books to our local communities via schools, youth groups, charities and other organisations.

## Food Bank and Homeless Donations

Throughout the year, we organise a series of fundraising events aimed at generating funds for various activities, including a Team Sports Day.

We regularly contribute to local food banks and organizations that assist the homeless, providing them with resources to procure food for those in need in our community.

During the winter months, we donate thermal underwear, hats, scarves and gloves to charities that support the homeless in our area. We also donate toiletry and sanitary products to these organisations.

During the Christmas season, we also give toys, gifts, and selection boxes of chocolates to disadvantaged children in our community.







# Social

In the past year, we have made significant strides in enhancing our social performance, reflecting our commitment to fostering positive relationships with our employees, customers, and communities.

We have prioritised initiatives that promote diversity, equality and inclusion and our community engagement efforts have been strengthened through partnerships with local organisations.

Overall, our social performance underscores our dedication to responsible business practices and our mission to create lasting, positive impacts in the communities we touch.

We constantly strive to improve, and we aim to by setting the following targets

- ✔ Change our recruitment procedure, ensuring we are visible to all potential employees
- ✔ Collaborate with all our vendors ensuring best practices are shared in our supply chain
- ✔ Grow our Community Engagement and Social Impact, ensuring we are helping a wide variety of groups and organisations
- ✔ Ensure all employees have annual refreshers on Company Policies

“ I am delighted with our social performance during 2023 and I am confident that with these goals, we can build on this further. ”

**Sue Kelly | Operations Director**

# Governance

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In today's rapidly evolving business landscape, effective governance is paramount for ensuring transparency, accountability, and ethical decision-making. We recognise that strong governance practices are the foundation of our sustainability efforts and play a crucial role in building trust with our stakeholders.

All employees are responsible for upholding our values from the very first day that they join the Publiship team. All employees are expected to attend refresher courses annually on all company policies.

Our strong ethical and responsible approach to everything that we do has been instilled right from the start and continue to do so today. Addressing climate change and ethical conduct are board priorities and are crucial to the long-term sustainability of the company.

Our board consists of two male and two female directors who are assisted by a non-executive team of four Managers who work together on daily operational and sustainability topics.

The Board of Directors has oversight of the ESG strategy, performance and Annual Report.

We have robust policies in place to help ensure compliance and safeguard against unethical behaviours.

As a company we aim for our activities to comply with and if possible, exceed industry standards.

All suppliers are expected to be compliant to our Code of Conduct.

## Anti-Corruption and Anti-Bribery

We have a zero-tolerance approach against bribery and corruption and we are committed to conducting ourselves ethically and with integrity in all business dealings and relationships. We comply to all laws regarding anti-bribery and anti-corruption in all jurisdictions where we operate including the UK Bribery Act 2010 . We do not engage or tolerate any form of facilitation payments.

# Qualitative Objectives and Quantitative Targets

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## Health & Safety

### Qualitative Objectives

- Enhance Employee Awareness: Foster a workplace culture that prioritises health and safety through regular training and open communication
- Promote a Safe Work Environment: Create an environment where employees feel empowered to report safety concerns without fear of retaliation
- Encourage Health and Wellness Programs: Cultivate a holistic approach to employee well-being that includes mental health support and wellness initiatives such as book club and walking groups

### Quantitative Targets

- Training Completion Rate: Continue to obtain a 100% completion rate for health and safety training programs amongst all employees within the next year
- Incidents: Ensure that we are doing all we can to continue to have zero incidents.
- Safety Audits: Conduct regular safety audits
- Employee Participation in Wellness Programs: Try to have staff participation in health and wellness programs by 50% within the next year

## Career Development

### Qualitative Objectives

- Cultivate a Learning Culture: Foster an environment where continuous learning and professional growth is encouraged, supported by management
- Develop and promote mentorship programs that pair less experienced employees with seasoned professionals to facilitate knowledge sharing
- Support Individual Career Aspirations: Encourage employees to articulate their career goals and provide resources to help them achieve these aspirations

### Quantitative Objectives

- Training Participation Rate: Ensure all employees are invited to participate in training programs

## Child & Forced Labour

### Qualitative Objectives

- Raise Awareness: Promote understanding of child and forced labour issues among employees, suppliers, and stakeholders through training and informational campaigns
- Enhance Reporting Mechanisms: Establish safe and accessible channels for reporting suspected child or forced labour practices within the organisation and its supply chain

### Quantitative Targets

- Training Completion Rate: Achieve a 100% completion rate for training programs on child and forced labour awareness for all employees and key suppliers within the next year
- Supplier Audits: Conduct audits of 100% of key suppliers to assess compliance with the child and forced labour policy within the next 12 months

# Qualitative Objectives and Quantitative Targets

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## Diversity & Inclusion

### Qualitative Objectives

- Foster an Inclusive Culture: Create an environment where all employees feel valued, respected, and included, regardless of their background or identity
- Enhance Awareness and Education: Provide ongoing training and resources to increase awareness of diversity and inclusion issues among all employees

### Quantitative Objectives

- Employee Training Participation: Achieve a 100% participation rate in diversity and inclusion training for all employees within the next 12 months
- Diverse Hiring Goals: Aim to increase the representation of underrepresented groups in new hires by 5% within the next year

## Working Conditions

### Qualitative Objectives

- Cultivate a Learning Culture: Foster an environment where continuous learning and professional growth are encouraged and supported by management
- Develop and promote mentorship programs that pair less experienced employees with seasoned professionals to facilitate knowledge sharing
- Support Individual Career Aspirations: Encourage employees to articulate their career goals and provide resources to help them achieve these aspirations

### Quantitative Objectives

- Training Participation Rate: Ensure all employees are invited to participate in training programs


## Human Rights

### Qualitative Objectives

- Promote Awareness and Understanding of Human Rights: Foster a culture of respect and inclusivity by providing regular training sessions and workshops on human rights for all employees
- Create a Safe and Inclusive Work Environment: Develop initiatives that encourage open dialogue about diversity, equity, and inclusion, ensuring that all employees feel valued and heard

### Quantitative Objectives

- Training Participation: Achieve a 100% participation rate in annual human rights training sessions for all employees
- Diversity Representation: Increase representation of underrepresented groups in the workforce by 5% over the next twelve months



Dear Stakeholders,

Thank you for taking the time to explore our journey in this report. I hope it gives you a clear picture of the steps we're taking to create a more sustainable and responsible organisation, as well as the challenges we're actively working through. If there's anything you'd like to discuss further, if you have any questions, or if you're interested in working together, please don't hesitate to get in touch. I'm always happy to connect, and I look forward to seeing how we can keep driving positive change together!

Best regards,

*Mark Bartlett*



**MARK BARTLETT**

ESG Manager



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