Matthew Algie Supplier Manual

Guidelines for Suppliers

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1.0 Supplier Quality Assurance (SQA)

1.1 Prior to commencement of supply a supplier will be required to complete the appropriate Supplier Quality Assurance (SQA) documentation and an audit may be conducted of production sites based on risk assessment.

1.2 The SQA requirements of suppliers for each product category is listed below. If any supplier is unsure of their requirements, please contact the Quality Assurance Department via e-mail: sqa@matthewalgie.com.

SQA Category	Prerequisite of supply We are unable to trade if not provided.	SQA Requirements: Satisfactory complete
Food Product Suppliers.		
All Food Products	• British Retail Consortium Global Standard Accreditation (BRCGS) or equivalent • Documented HACCP System (available for review)	• Matthew Algie Food Supplier Questionnaire • Matthew Algie Food Product Specification
Food Contact Packaging	• British Retail Consortium Global Standard Accreditation (BRCGS) or equivalent • Documented HACCP System (available for review) • Certificates of Conformity	• Matthew Algie Supplier Questionnaire (Non Food) • Matthew Algie Non-Food Product Specification
Non-food suppliers		
Chemicals	• COSHH / Product Safety Information	• Matthew Algie Supplier Questionnaire • Matthew Algie Product Specification • Supplier own product Specifications
Machines	• ISO9001 standard accreditation (or equivalent) • CE marking	
Packaging	• BRCGS (or equivalent). (Provide a copy of certificate)	
Other	• As requested by Matthew Algie	• Matthew Algie Supplier Questionnaire

1.3 **Final Approval**

On completion and submission, the documents will then be reviewed and if satisfactory will be approved via the Matthew Algie SQA procedure. We request that any actions or further information required be provided in full and within the timescale set by Matthew Algie.

1.4 **Emergency Supply**

If a product is required from new suppliers, the required SQA documentation will be sent via e-mail to the supplier, and we will request completion prior to supply. Given the nature of such requests we would obviously ask that this is given appropriate priority.

1.5 **Supplier Review**

All suppliers will be subject to review, the timescale of which is based on risk assessment.

2.0 NPD

2.1 **Product Development**

Prior to the commencement of any NPD project the Packaging or Food Product Supplier and their production and/or packing site must be either accredited by BRCGS, or equivalent. In addition, food product suppliers must have a documented HACCP system must be in place. Please also refer to the SQA section of this document. The development of a project / product cannot continue unless the supplier is approved.

2.2 **Product Brief**

This must be agreed in writing between Brand Manager and/or NPD Technologist and Supplier prior to commencement of the development process.

2.3 **Development Plan**

A development plan must be approved by all relevant stakeholders prior to commencement of any actual product development. Once agreed the development plan is forwarded to the Supplier.

2.4 **Sample Development**

Please ensure any product samples are submitted within the time scale provided; with a full product specification (this can be in the supplier's own format for initial samples only).

Food Products: Food product specifications
These must detail fully all ingredients, country of origin, quantity in recipe, supplier, supplier 3rd party accreditations, certified status, including all composite ingredients, additives, processing aids and allergens that the product does or may contain.
However, a fully comprehensive HACCP system and procedures should be implemented to reduce the occurrence of cross- contamination during processing of products and prevent the requirement of 'may contain' statements.

Food Products: Composition – Ingredients (not permitted)
The composition of all food products must conform to all relevant UK and EU legislation and customer specific requirements.

Please see Annex 1 for E-numbers permitted by Matthew Algie

2.5 **Product Specification & Labelling Review:**

The product specification must be complied detailing all information require to confirm compliance with all required legislation covering each product.

Food Products:
If the **supplier is to undertake** the product labelling themselves, they must provide adequate assurances that the product labelling is compliant with EU and UK legislation (e.g., via a third-party legal labelling approval or in-house legal team).

If the **supplier cannot confirm product labelling compliance,** all product information and full disclosure of all the product's compositional details must be provided as requested by Matthew Algie to fulfil legal labelling requirements.

The labelling and a product specification could be sent to a third-party legal label reviewer for approval. We reserve the right to charge for labelling reviews if this cannot be provided. On average this could take approximately two weeks dependant on the complexity of the product and the co-operation of the supplier.
The product cannot be approved and cannot be packed until the labelling is approved.

Once the development process is complete, we request that the supplier provide a complete and final Food Product Specification (with any amends highlighted during the development of labelling) in the Matthew Algie format.

2.6 **Packaging Requirements:**

Product Specifications for all packaging materials must be held by the Supplier.

Product Packaging

These must include assurances that all primary or food contact packaging is suitable for use and conforms to all appropriate EU / UK legislation. Relevant certificates of conformity must be supplied to Matthew Algie.

Packaging materials must be compatible with Matthew Algie Defrorestation policy and Packaging minimization has been considered in accordance with the Essential Packaging Regulations.

Plastic materials need to be disclosed (primary, secondary) as well as country of origin of material and weight. Type of plastic material is also required (e.g. Polyethylene (PE), Polyethylene Terephthalate (PET), HD Polyethylene (HDPE), LD Polyethylene (LDPE), Polypropylene (PP), PET/Met. PET/PE, Silicone, Ethylene-Vinyl Alcohol Copolymer (EVOH), Polystyrene, etc) – see example table below.

Product	Primary Packaging				Secondary Packaging			
	Material	Net Weight (g)	QTY (per case)	Type of plastic - Virgin / < 30% recycled / > 30% recycled	Material	Net Weight (g)	QTY	Type of plastic - Virgin / < 30% recycled / > 30% recycled

Example	**Polythene Bag (PET)**	**5**	**100**	**Virgin**	**Polythene Bag (PET)**	**50**	**1**	**Virgin**

2.7 **Transit Trial:**

A sample of product packed as proposed may be requested for Transit Trial usually at the supplier's cost. If the packaging fails the trial, the supplier must source an alternative or make all the required amendments until a successful trial is achieved. The product cannot be approved until a successful transit trial has taken place and therefore should not be packed prior to full product approval.

Once the development process is complete the supplier must provide a complete and final Product Specification (with any amends highlighted during the product development, specification and labelling review) in the Matthew Algie format and a packaging specification for each item of packaging.

3.0 Product Quality & Safety

Ultimately it is the supplier's responsibility to ensure the product quality, safety, and legality of all products that they supply to Matthew Algie.

3.1 Sampling Procedure.

We reserve the right to sample and test product delivered to Matthew Algie on both a random basis and if we suspect a fault associated with the product.

3.1.1 Third Party Products and Materials

We may sample and test deliveries on either a random basis or if an issue is suspected.

The first delivery of every Food Product will be inspected, for (but not limited to) correct labelling, product composition, sensory and weight measurement. We request that one case of product be provided for this inspection at supplier's cost.

3.1.2 Raw Materials – Green Coffee

The testing of incoming green coffee blend samples is necessary to monitor food safety critical control points and a part of the monitoring procedure for several key quality and safety factors. It is important that defective green coffee beans are identified at this stage in the process to prevent cross-contamination of other green coffee beans and to reduce the cost incurred from producing goods with a faulty raw material. It is also an important stage in monitoring the quality of the coffee in terms of sensory characteristics.

Green Coffee deliveries will be sampled on arrival in accordance to ISO4072.

Any deliveries that do not conform to the appropriate specification or are found to contain a fault may be rejected and the supplier will be notified and requested to uplift the affected product.

3.2 Complaints and Product Recall

3.2.1 Complaints

3.2.1.1 Complaint Notification

Suppliers will be notified of a customer complaint as appropriate via e-mail from the Complaint Administrator.

E-mail notification will detail:

- The nature of the complaint
- Batch coding and durability statement as provided by the customer
- Timescale for submission of the complaint investigation report
- Request for details of proposed initial corrective actions
- Credit request if appropriate

These details should allow the supplier to commence the initial investigation.

If the report submission timescale is not deemed reasonable, a more suitable timescale must be agreed with the Complaint Administrator on receipt of the initial notification e-mail, (response to a complaint does not include acknowledgement letters).

The Complaint Investigation Report must include preventative actions that will prevent the recurrence of the complaint and must be agreed with the Compliant Administrator.

The initial corrective actions must be provided upon receipt of the complaint notification and agreed with the Complaint Administrator.

The supplier will be requested to submit a credit to the Matthew Algie account for any initial replacement products provided to the customer as an act of goodwill.

If available a sample of the affected product will be supplied via post or our third-party carrier.

3.2.1.2 **Escalation charges**

For serious food quality and foreign body complaints there is an immediate charge, per complaint received, and further charge both of £150 for all further complaints for the same type of issue. Third party analytical charges may also be incurred.

If three or more complaints of the same nature, but from different Matthew Algie customer sources, are received within one week, the complaint will be escalated. Also, an additional monetary value of £75 per complaint will be requested to cover administration costs.

Furthermore, in both instances an audit of the supplier's premises may be required to resolve an issue (such visits will be charged to the supplier).

3.2.2 **Product Recall**

A requirement of the SQA approval process is that all suppliers must have a Product Recall System in place and that it is reviewed regularly. Emergency Contact Details must be provided including out of hours contacts.

3.2.2.1 **Recall Notification.**

If a supplier identifies a product safety issue relating to their products that they suspect to require a Product Recall, they must immediately inform Matthew Algie of the nature of the problem.

- Total number of cases and pallets of affected product delivered to Matthew Algie
- All Lot Codes/ Best Before dates of product affected
- When stock was delivered to Matthew Algie

Arrangements must be made to uplift the affected stock.

Where the recall concerns a UK food product supplier then UK based suppliers or those importing food into the UK must inform the UK Food Standards Agency and their local UK Environmental Health Office.

3.2.2.2 **Recall Investigation**

A prompt investigation of the incident must be initiated and a full report detailing:

- The cause and nature of the issue
- All actions taken including corrective and preventative
- Total number of cases and pallets of affected product delivered to Matthew Algie
- All Lot Codes/ Best Before dates of product affected
- When stock was delivered to Matthew Algie

A Product Recall Report containing these details must be provided to Matthew Algie within one week of the recall date.

Regular updates on the status of the Product Recall must be provided within the agreed timescale to Matthew Algie. See the **Section: 9 Contacts** for further details.

3.2.3 **Replacement / costs reimbursement**

All affected stock will be replaced, and all costs incurred during the Product Complaint &/or Product Recall will be reimbursed by the supplier, including administrative and compensation costs as appropriate.

4.0 Delivery Requirements

4.1 **General**

4.1.1 **Lead-times:**

The Lead-time of any delivery must not exceed that stated and agreed on the approved Purchase Order. If a delivery could be delayed for any reason, notification must be given to the Purchasing Manager (for contact details see **Section: 9 Contacts**) when the order is placed or as an incident arises.

4.1.2 **Condition of delivery**

Consignment must be delivered in good condition & in correct case and pallet configuration as stated on the approved Purchase Order. Any deviation from this format must be first agreed with Matthew Algie Purchasing Manager and QA Personnel. Stock which is damaged on delivery or does not conform to the product specification could be refused delivery and /or rejected.

4.1.3 **Documentation**

The correct and legible Delivery Documentation must be available on delivery quoting our Purchase Order number and all pallets must be correctly labelled. As deliveries may be refused or rejected if, the appropriate documentation is not supplied.

4.1.4 **Booking in a delivery**

Deliveries must be booked in by booking system on https://tinyurl.com/mabooking. You must book in all deliveries in advance by at least one working day; if a delivery is not booked in it may be refused.

4.2 **Imported Goods**

It is the supplier's responsibility to ensure that all products delivered from outside the UK conform to all EU / UK Legislation. Import licences as required must be provided to the port authority prior to the deliveries arrival to prevent delays in delivery.

5.0 Respecting Human Rights

5.1 **SUPPLIER COMMITMENTS**

Supplier must consider the social, economic, and environmental sustainability of their operations and seek continuous improvement. Supplier should be aware of, and mitigate against, the risk of any negative environmental and human rights impacts in their operations or performance.

Supplier is committed to respecting fundamental human rights, as expressed in the International Bill of Human Rights and the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work.

Supplier is committed to conducting its activities in an environmentally responsible manner and recognises the need to continually improve its operations to protect, conserve and improve the environment, and minimise the potential environmental impacts arising from their activities.

Supplier will ensure it compiles will all Applicable Laws relating to its obligations to respect human rights and protect the environment. This includes any requirements to publicly disclose its performance in this area.

5.2 **ETHICAL TRADING INITIATIVE (ETI) BASE CODE**

Supplier shall demonstrate its commitment to respecting human rights by, as a minimum, adopting the ETI Base Code: **https://www.ethicaltrade.org/eti-base-code.**

Supplier shall implement appropriate due diligence procedures for its subcontractors, suppliers and other participants in its supply chains to ensure that they observe the ETI Base Code and demonstrate a similar commitment to an ongoing programme of ensuring and improving ethical and environmental practices.

5.3 **MODERN SLAVERY PREVENTION**

5.3.1 **Compliance with Anti-slavery and Human Trafficking Laws and Policies**

Supplier represents, warrants, and undertakes it conducts its business in a manner that is consistent with Anti-slavery Policies and shall:

(i) comply with all applicable anti-slavery and human trafficking Applicable Laws and codes including the Modern Slavery Act 2015 ("Anti-slavery Policies"); and

(ii) use best endeavours to ensure it does not purchase/use any resource sourced from producers/farmers/manufacturers using forced labour in its operations.

5.3.2 **Due Diligence**

Supplier shall complete a supplier questionnaire and warrants all information provided shall be complete and accurate.

Supplier represents and warrants that neither the Supplier nor its officers/employees/ other associated persons have, to the best of its knowledge: (i) been convicted of any offence involving slavery/human trafficking; and (ii) been or is the subject of any investigation, inquiry, or enforcement proceedings by any governmental, administrative, or regulatory body regarding any offence or alleged offence of slavery/human trafficking.

Supplier shall implement due diligence procedures for its subcontractors and suppliers and other participants in its supply chains, to ensure that there is no slavery or human trafficking in its supply chains.

Our approach to human rights due diligence is aligned to the *OECD Due Diligence Guidance for Responsible Business Conduct*. We recommend that all suppliers also follow this best practice.

5.3.3 **Reports**

Supplier shall notify Buyer as soon as it becomes aware of: (i) any breach, or potential breach, of Anti-slavery Policies; or (ii) any actual/suspected slavery or human trafficking in its supply chain which has a connection with this agreement.

6.0 Protecting the Environment

6.1 NET ZERO BY 2040

We are dedicated to taking substantial steps to cut down the emissions associated with our business. We are committed to achieving 'Net Zero by 2040', an ambitious target but one we are actively making progress towards.

Our Carbon Reduction Plan outlines our specific near-term and 2040 goals. We have aligned our targets with the guidance provided by the Science Based Targets Initiative (SBTi) which provides a transparent and structured trajectory for our reduction efforts.

In 2023, we merged with Capitol Foods and Tchibo Coffee International to become Matthew Algie GB and Matthew Algie Ireland. 2023 is therefore our baseline year for our 2040 ambition. Our 2023 footprint highlighted that 96.9% of our emissions fall under Scope 3, i.e. emissions produced from our value chain. We are not able to reduce these emissions on our own, but instead require cooperation from suppliers within our value chain.

To achieve net zero by 2040 we must reduce our Scope 3 emissions by 63% by 2035, increasing to 90% by 2040.

The Supplier must therefore:

- Commit to a deep decarbonization of their operations in pursuit of net zero by 2040, if not before. Ideally this commitment will be publicly declared, and progress reported on transparently.
- Align their goals with best practice such as the Science Based Targets Initiative (SBTi).
- Develop a plan for achieving their net zero ambition and be able to demonstrate progress.
- Share information and supporting evidence with the Buyer on their net zero plans and progress when it is requested, for example in our Supplier Questionnaires.
- Submit annual carbon data via the 'Engage' platform when it is requested. This reporting will start with Suppliers who contribute the largest amount to our emissions total and then be rolled out to all Suppliers in due course. This data ensures that we can validate the figures we have calculated, and more accurately calculate the emissions associated with each Supplier.

6.2 HIGH RISK RAW MATERIALS

When selecting sources for ingredients and raw materials, the Supplier should be aware of any identified negative sustainability impacts associated with these products (e.g., palm oil and deforestation, cocoa and child labour or cotton and water pollution/ scarcity) and implement actions to mitigate for these risks.

6.3 PREVENTION OF DEFORESTATION

Supplier shall use best endeavours to ensure that:

- the Products contain, have been fed with or have been made using raw materials that were produced on land that has not been subject to deforestation after December 31, 2020; and
- for Products that contain/made using wood, that the wood has been harvested from the forest without inducing forest degradation or negatively impacting biodiversity after December 31, 2020.

The prevention of deforestation is of particular concern in some supply chains, including the sourcing of coffee, cocoa, palm oil, pulp and paper, soy, tea, timber, sugar, metals, and rubbers. Where Supplier provides Products such as these raw materials, the Supplier shall:

- Maintain a complete set of records to trace the supply chain of Products. At a minimum, the raw materials should be traced back to municipality (or equivalent). This information should be provided in the Product specification information, with any changes to be notified to the Buyer as soon as reasonably practical. Commit to a process of continuous improvement with the intention of:
  - Achieving 100% of high-risk raw materials certified in a no-deforestation compliant certification (where an applicable certification exists).
  - Controlling, monitoring, and verifying compliance with no deforestation regulations, policies, and commitments in all tiers of the supply chain, supported by capacity building for employees/suppliers (where relevant).
  - Supporting or implementing ecosystem restoration and protection projects with timely monitoring and measured outcomes.

6.4 EUROPEAN UNION DEFORESTATION REGULATIONS

As of 31st Dec 2024, commodities associated with deforestation that are imported, exported or traded within the European Union need to be deforestation free and produced in accordance with local laws. The relevant commodities are coffee, cocoa, cattle, palm oil, rubber, soya, wood and their derivatives.

The legislation is available on the EUR-Lex website.

Where the Supplier provides Products that fall within the scope of the legislation, the Supplier shall ensure compliance. For example:

- Maintaining a complete set of records to trace the supply chain of Products. This must include the geolocation of where the in-scope commodities originally came from and the date and time range of harvest/ production.
- Carry out due diligence to prove the in-scope commodities are deforestation-free and legal. This should include the required risk assessments and appropriate mitigating actions.
- Submitting a Due Diligence Statement to the EU system where it is their responsibility to do so.

The Supplier will be notified if their Product is intended for EU export by the Buyer, and issued with guidance on the supporting information that is required.

Failure to comply with the legislation can result in the Products not being sold, including the potential for confiscation. The European Commission can also “name and shame” and fine the company up to 4% of annual turnover.

6.5 SUSTAINABLE PACKAGING CHOICES

Our roadmap for achieving Net Zero by 2040 sets out some of our ambitions for our product packaging. Namely:

- 100% recyclable coffee packaging by 2030.
- No virgin plastics used in our packaging by 2035.
- 100% recyclable or compostable packaging across all products by 2040.

Suppliers should design products with these ambitions in mind. Increasingly, we will be selecting suppliers based on their ability to provide us with packaging solutions that help us to further our progress towards these goals.

6.5.1 Core Principles of Sustainable Packaging Design

Product packaging should:

- Protect the product from damage and maintain product freshness. This will reduce unnecessary waste.
- Be kept to a minimum. For example, eliminating unnecessary packaging and using as few components as possible.
- Be designed for reuse where this is a practical option.
- Include recycled content. Plastic packaging should contain 30% recycled content as a minimum.
- Be widely recyclable or compostable in the current UK waste processing infrastructure. For more details on how to achieve this, please see details below.
- Be clearly labelled so that consumers can sort the packaging correctly for recycling or composting. This will also increase the efficiency and effectiveness of the UK recycling system.

6.5.2 Designing for Packaging Recyclability

Suppliers should follow RECOUP's Recyclability by Design guidance. It suggests 5 key points to follow:

1. Use the same material: Use mono-materials or mixed materials of the same type wherever possible. If different materials must be used, they should be different densities.
2. Minimise colour: Non-pigmented plastic is preferred. If colour is necessary, avoid strong colours as much as possible.
3. Easily separable closures: These should be easy to detach, should leave no attachments once removed and ideally be recyclable themselves.
4. Avoid full sleeves: If a sleeve must be used, it should be easily removable and there should be clear instructions explaining how to detach it.
5. Small, easily removable labels: Adhesives should be used sparingly, and labels should cover no more than 60% of the product's surface area, as well as being easy to remove.

Suppliers should also refer to the following guidelines when selecting specific packaging materials:

- Rigid plastics (e.g. bottles, pots, tubs, trays):
  - The best-in-class polymer choices are explained by WRAP in this guidance document.
  - WRAP's design tips for recycling rigid plastics are explained in this guidance document.
- Flexible packaging (e.g. films, bags):
  - Please refer to the Designing for a Circular Economy Guidelines, downloadable from the CEFLEX website.
- Compostable packaging:
  - Should only be employed in the following specific applications recommended by WRAP: food caddy liners, fruit and vegetable stickers, tea bags, coffee pods, ready meal trays and closed loop situations like at festivals or within buildings such as coffee shops.
  - Suppliers should provide evidence of certification of compostability.
  - Suppliers must use the correct terminology when describing the materials on pack and avoid terms that could be misleading (e.g. biodegradable, bio-based, plastic-free).
  - Suppliers should support clear communications with our customers to ensure that they understand how to access composting collections. Ideally, they will support our customers with successfully establishing these collection routes.

7.0 Record Keeping & Audits

Supplier shall: (i) maintain a complete set of records to trace the supply chain of all Products/Services; and (ii) permit Buyer/its third-party representatives to have access to and take copies of such records, and to meet with personnel to audit compliance.

8.0 Training

Supplier shall raise awareness of and implement a system of training for its employees, suppliers, and subcontractors to ensure compliance.

9.0 Contacts

9.1	Supplier Quality Assurance:	QA Department e-mail: SQA@matthewalgie.com
9.2	NPD Contacts:	NPD Technologist SQA@matthewalgie.com
9.3	Delivery Bookings:	Logistics Department https://tinyurl.com/mabooking
9.4	Emergency / Out of Hours Contact:	Director of Coffee, Quality & Sustainability Compliance Manager e-mail SQA@matthewalgie.com Mob: +447860132159
9.5	Purchasing Department:	Purchasing Manager e-mail purchasing@matthewalgie.com

Appendix 1: Product Composition Requirements, E-Numbers – Colours.

1. Matthew Algie would request that suppliers minimise the use of additives wherever possible.
2. All food additives are prior approved for food safety by the EU/UK authorities, and a list of these additives with their E numbers is given below.
3. Additives have been colour coded as either:

Red	Additives already banned or not permitted by several Matthew Algie suppliers. Such additives are of concern to Consumer Groups.
Amber	Generally acceptable additives but try to minimise use **if** possible. Seek permission to use any additives listed as not permitted by some Matthew Algie customers
Green	Aproved for use in permitted products at levels permitted by UK / EU Legislation

E-Number	Name	Matthew Algie Colour Rating
E100	Curcumin (C.I.75300)	Green
E101(i)	Riboflavin-5-phosphate (Riboflavin-5-[sodium phosphate].	Green
E101	Riboflavin, (lactoflavin; Vitamin B_2)	Amber
E102	Tartrazine (E102) is a yellow colour	Red
E104	Quinoline Yellow (C.I. 47005)	Amber
E105	Fast Yellow AB	Red
E106	Riboflavin S Sodium Phosphate	Red
E107	Yellow 2G	Red
E110	Sunset Yellow FCF (C.I. 15985; FD and C Yellow 6)	Amber
E111	Orange GGN	Red
E120	Cochineal, Carminic Acid, Caramines	Amber
E121	Orcein/Orchil	Red
E122	Carmoisine / Azorubine	Red
E123	Amaranth	Red
E124	Ponceau 4R(C.I. 16255)	Amber
E125	Ponceau SX / Scarlet GN	Red
E126	Ponceau 6R	Red
E127	Erythrosine	Red
E128	Red 2G	Red
E129	Allura Red AC	Red
E130	Indanthrene Blue FCP	Red
E131	Patent Blue V	Red
E132	Indigo Carmine (Indigotine; C.I. 73015; FD and C Blue 2)	Amber
E133	Brilliant Blue FCF (C.I. 42090; FD and C Blue 1)	Amber
E140	(i) Chlorophyll	Green
	(ii) Chlorophyllins	Red
E141	(i) Copper complexes of Chlorophylls	Amber
	(ii) Copper complexes of Chlorophyllins	Amber
E 142	Green (S Acid brilliant Green)	Red
E143	Fast Green FCP	Red
E150a	Plain Caramel	Green
E150b	Caustic Sulphite Caramel	Amber
E150c	Ammonia Caramel	Amber
E150d	Sulphite ammonia Caramel	Amber
E151	Brilliant Black BN	Red
E152	Black 7984	Red
E 153	Vegetable carbon	Amber
E 154	Brown FK	Red
E 155	Brown HT	Red
E160a	Carotenes: (i) Mixed carotenes	Green
	(ii) Beta-carotene (an artificial colour - previously listed as a 'green')	Amber

	(iii) Beta-Carotene – from Blakeslea trispora	Green
	(iv) Algal-Carotenes	Green
E160b	Annatto, bixin, norbixin (C.I. 75120; Orlean; Rocou)	Amber
E160c	Paprika extract, capsanthin, capsorubin	Green
E 160d	Lycopene	Green
E 160e	Beta-apo-8'-carotenal (C30)	Amber
E 160f	Ethyl ester of beta-apo-8'-carotenic acid (C30)	Amber
E161a	Flavoxanthin	Green
E 161b	Lutein	Green
E 161g	Canthaxanthin	Red
E162,	Beetroot Red (Betanin; Betanidin)	Green
E163	Anthocyanins	Green
E170	Calcium carbonates (i) Calcium carbonate	Green
	(ii) Calcium hydrogen carbonate	Red
E171	Titanium dioxide (C.I. 77891)	Red
E172	Iron oxides, iron hydroxides (yellow/brown: C.I. 77492; red 77491; brown: 77499)	Amber
E-Number	**Name**	**Matthew Algie Colour Rating**
E173	Aluminium	Red
E174	Silver	Amber
E175	Gold	Amber
E180	Litholrubine (pigment Rubine (lithol Rubine BK)	Red
E200	Sorbic Acid	Amber
E202	Potassium sorbate	Amber
E203	Calcium Sorbate	Amber
E210	Benzoic Acid	Red
E211	Sodium benzoate	Amber
E212	Potassium benzoate.	Red
E213	Calcium benzoate	Red
E214	Ethyl p-hydroxybenzoate	Red
E215	Sodium ethyl p-hydroybenzoate	Red
E216	Propyl p-hydroybenzoate	Red
E217	Sodium propyl p-hydroybenzoate	Red
E218	Methyl p-hydroybenzoate {(Methyl 4-hydroxybenzoate, (methyl para-hydroxybenzoate; Methyl paraben)}.	Red
E219	Sodium methyl p-hydroyenzoate	Red
E220	Sulphur dioxide	Amber
E221	Sodium sulphite	Red
E222	Sodium bisulphite Sodium hydrogen sulphite	Red
E223	Sodium metabisulphite	Amber
E224	Potassium metabisulphite	Amber
E226	Calcium sulphite	Red
E227	Calcium hydrogen sulphite or Calcium bisulphite	Red
E228	Potassium hydrogen sulphite	Amber
E230	Biphenyl, diphenyl	Amber
E231	Orthophenyl phenol; 2-Hydroxybiphenyl (o-Phenyl phenol.	Amber
E232	Sodium orthophenyl phenol	Amber
E233	Thiabendazole	Amber
E234	Nisin	Amber
E235	Natamycin	Amber
E239	Hexamethylene	Amber
E242	Dimethyl dicarbonate	Amber
E249	Potassium nitrate	Amber
E250	Sodium nitrite	Amber
E251	Sodium nitrate	Amber
E252	Potassium nitrate	Amber
E260	Acetic acid	Green
E261	Potassium acetate	Amber
E262	Sodium acetates; (i) Sodium acetate (ii) Sodium hydrogen acetate (sodium diacetate)	Amber
E270	Lactic acid	Green

E280	Propionic acid	Amber
E281	Sodium propionate	Amber
E282	Calcium propionate	Amber
E283	Potassium propionate	Amber
E284	Boric acid	Amber
E285	Sodium tetraborate	Amber
E290	Carbon dioxide	Green
E296	Malic acid	Amber
E297	Fumaric acid	Amber
E300	Ascorbic acid	Amber
E301	Sodium ascorbate	Amber
E302	Calcium ascorbate	Amber
E304	Fatty acid esters of ascorbic acid (i) Ascorbyl palitate	Amber
	(ii) Ascorbyl stearate	Red
E-Number	**Name**	**Matthew Algie Colour Rating**
E306	Tocopherol-rich extract	
E307	Alpha-tocopherol	Amber
E308	Gamma-tocopherol	Amber
E309	Delta-tocopherol	Amber
E310	Propyl gallate	Red
E311	Octyl gallate	Red
E312	Dodecyl gallate	Red
E315	Erythorbic acid	Amber
E316	Sodium erythorbate	Amber
E320	BHA (Butylated hydroxyanisole)	Red
E321	BHT (Butylated hydrotoluene)	Red
E322	Lecithins	Green
E325	Sodium lactate	Amber
E326	Potassium lactate	Amber
E327	Calcium lactate	Amber
E330	Citric acid	Green
E331	Sodium citrates (i) Monosodium citrate (ii) Disodium citrate (iii) Trisodium citrate	Amber
E332	Potassium citrates (i) Monopotassium citrates (ii) tripotassium citrate	Amber
E333	Calcium citrates (i) monocalcium citrate (ii) dicalcium citrate (iii) tricalcium citrate	Amber
E334	Tartaric acid (L(+)-)	Amber
E335	Sodium tartrates	Amber
E336	Potassium tartraes (i) monopotassium tartrate (ii) dipotassium tartrate	Amber
E335	Sodium tartrates	Amber
E337	Sodium potassium tartrate	Amber
E338	Phosphoric acid	Amber
E339	Sodium phosphoric acid (i) Monosodium phosphate	Red
	(ii) Disodium phosphate	Amber
	(iii) Trisodium phosphate	Red
E340	Potassium phosphates (i) monopotassium phosphates (ii) dipotassium phosphates (iii) tripotassium phosphates	Amber
E341	Calcium phosphates (i) Monocalcium phosphate	Amber
	(ii) Dicalcium phosphate	Red
	(iii) tripotassium phosphate	Amber

E343	Magnsium phosphate (i) mono magnesium phosphate (ii) dimagnsium phosphate	Amber
E350	Sodium malates (i) sodium malate (ii) sodium hydrogen malate	Amber
E351	Potassium malate	Amber
E352	Calcium malates	Amber
E353	Metataric acid	Amber
E354	Calcium tartrate	Amber
E355	Adipic acid	Amber
E356	Sodium adipate	Amber
E357	Potassium adipate	Amber
E363	Succinic acid	Amber
E-Number	**Name**	**Matthew Algie Colour Rating**
E380	Triammonium citrate	Amber
E385	Calcium Disodium EDTA Calcium dissodium ethylenediamine – NNN'N tetra-acetate	Amber
E400	Alginic acid	Amber
E401	Sodium alginate	Amber
E402	Potassium alginate	Amber
E403	Ammonium alginate	Amber
E404	Calcium alginate	Amber
E405	Propane-1,2-diol alginate	Amber
E406	Agar	Amber
E407	Carrageenan	Amber
E407a	Processed eucheuma seaweed	Amber
E410	Locust bean gum	Amber
E412	Guar gum	Amber
E413	Tragacanth	Amber
E414	Acacia gum (gum Arabic)	Amber
E415	Xanthan gum	Amber
E416	Karaya gum	Amber
E417	Tara gum	Amber
E418	Gellan gum	Amber
E420	Sorbitol (i) Sorbitol (ii) Sorbitol syrup	Amber
E421	Mannintol	Amber
E422	Glycerol	Amber
E425	Konjac (i) Konjac gum (ii) Konjac glucomannam	Amber
E431	Polyoxyethylene stearate	Amber
E432	Polyoxyethylene sorbitan	Amber
E433	Polyoxyethylene sorbitan Monooleate (polysorbate 80)	Amber
E434	Polyoxyethylene sorbitan Monopalmitate (polysorbate 40)	Amber
E436	Polyoxyethylene sorbitan monostearate (polysorbate 60)	Amber
E440	(i) Pectin	Green
	(ii) Amidated pectin	Amber
E442	Ammonium phosphatides	Amber
E444	Sucrose acetate isobutryrate	Amber
E445	Glycerol esters of wood rosins	Amber
E450	Diphosphates (i) Disodium diphosphate (ii) Trisodium diohosphate (iii) Terasodium diphosphate	Amber
E450	(iv) Dipotassium diphosphate (v) Tetrapotassium diphosphate (vi) Dicalcium diphosphate (vii) Calcium dihydrogen diphosphate	Red
E451	Triphosphates (i) pentasodium triphosphate	Amber

	(ii) pentapotassium triphosphate	
E452	Polyphosphates (i) Sodium polyphosphate	Amber
	(ii) Potassium polyphosphate	Red
	(iii) Sodium calcium polyphosphate	Red
	(iv) Calcium polyphosphate	Red
E459	Beta-cyclodextrine	Amber
E-Number	**Name**	**Matthew Algie Colour Rating**
E460	Cellulose (i) microcrystalline cellulose (ii) Powdered cellulose	Amber
E461	Methyl cellulose	Amber
E462	Ethyl cellulose	Amber
E463	Hydroxypropyl cellulose	Amber
E464	Hydroxypropyl methyl cellulose	Amber
E465	Ethyl methyl cellulose	Amber
E466	Carboxy methyl cellulose	Amber
E468	Crosslinked sodium carboxy methyl cellulose	Amber
E469	Enzymatically hydroxylised carboxy methyl cellulose	Amber
E470a	Sodium, potassium and calcium salts of fatty acids	Amber
E470b	Magnesium salts of fatty acids	Amber
E471	Mono- and diglycerides of fatty acids	Amber
E472a	Acetic acid esters of mono- and Diglycerides of fatty acids	Amber
E472b	Lactic acid esters of mon- and diglycerides of fatty acids	Amber
E472c	Citric acid esters of mon- and diglycerides of fatty acids	Amber
E472d	Tartaric acid esters of mon- and diglycerides of fatty acids	Amber
E472e	Mono- and diacetyl tartaric acid esters of mon- and diglycerides of fatty acids	Amber
E472	Mixed acetic and tartaric acis esters of mono- and diglycerides of fatty acids	Amber
E473	Sucrose esters of fatty acids	Amber
E474	Sucroglycerides	Amber
E475	Polyglycerol esters of fatty acids	Amber
E476	Polyglycerol polricinoleate	Amber
E477	Propane-1,2-diol esters of fatty acids	Amber
E479	Thermally oxidized soya bean oil interacted with nono- and diglycerides of fatty acids.	Amber
E481	Sodium stearoyl-2-lactylate	Amber
E482	Calcium stearoyl-2-lactylate	Amber
E483	Stearyl tartrate	Amber
E491	Sorbitan monostearate	Amber
E492	Sorbitan tristearate	Amber
E493	Sorbitan monolaurate	Amber
E494	Sorbitan monooleate	Amber
E495	Sorbitan monopalmitate	Amber
E500	Sodium monostearate (i) Sodium carbonate	Amber
	(ii) Sodium hydrogen carbonate	Amber
	(iii) Sodium sesquicarbonate	Red
E501	Potassium carbonates (i) Potassium carbonate (ii)Potassium hydrogen carbonate	Amber
E503	Ammonium carbonates (i) Ammonium carbonate (ii) Ammonium hydrogen carbonate	Amber
E504	Magnesium carbonates (i) Magnesium carbonates (ii) Magnesium hydrogen carbonate	Amber
E507	Hydrochloric acid	Amber
E508	Potassium chloride	Amber
E509	Calcium chloride	Amber
E511	Magnesium chloride	Amber
E512	Stannous chloride	Amber
E513	Sulphuric acid	Amber

E514	Sodium sulphates - (i) sodium sulphate (ii) sodium hydrogen sulphate	Amber
E-Number	**Name**	**Matthew Algie Colour Rating**
E515	Potassium sulphates (i)potassium sulphates (ii) Potassium hydrogen sulphate	Amber
E516	Calcium sulphate	Amber
E517	Ammonium sulphate	Amber
E520	Aluminium sulphate	Amber
E521	Aluminium Sodium sulphate	Amber
E522	Aluminium potassium sulphate	Amber
E523	Aluminium ammonium sulphate	Amber
E524	Sodium hydroxide	Amber
E525	Potassium hydroxide	Amber
E526	Calcium hydroxide	Amber
E527	Ammonium hydroxide	Amber
E528	Magnesium hydroxide	Amber
E529	Calcium oxide	Amber
E530	Magnesium hydroxide?	Amber
E535	Sodium ferrocyanide	Amber
E536	Potassium ferrocyanide	Amber
E538	Calcium ferrocyanide	Amber
E541	Sodium aluminium phosphate, acidic	Amber
E551	Silicon dioxide	Amber
E552	Calcium silicate	Amber
E553a	Magnesium silicate	Amber
E553b	Talc	Amber
E554	Sodium aluminium silicate	Amber
E555	Potassium aluminium silicate	Amber
E556	Calcium aluminium silicate	Amber
E558	Bentonite	Amber
E559	Aluminium silicate	Amber
E570	Fatty acids	Amber
E574	Gluconic acid	Amber
E575	Glucono-delta-lactone	Amber
E576	Sodium gluconate	Amber
E577	Potassium gluconate	Amber
E578	Calcium gluconate	Amber
E579	Ferrous gluconate	Amber
E585	Ferrous lactate	Amber
E620	Glutamic acid	Amber
E621	MSG; Monosodium glutamate, Sodium hydrogen L-glutamate.	Red
E622	Monopotassium glutamate, Potassium hydrogen L-glutamate	Red
E623	Calcium dihydrogen di-L-glutamate	Red
E624	Monoammonium glutamate	Amber
E625	Magnesium diglutamate	Amber
E626	Guanylic acid	Amber
E627	Disodium guanylate (Guanosine 5' (disodium phosphate) Sodium guanylate	Amber
E628	Dipotassium guanylate	Amber
E629	Calcium guanylate	Amber
E630	Inosinic acid	Amber
E631	Disodiun inosinate (Inosine 5' (disodium phosphate) Sodium 5' inosinate	Amber
E632	Dipotassium inosinate	Amber
E633	Calcium inosinate	Amber
E634	Calcium 5'-ribonucleotides	Amber
E635	Disodium 5'-ribonucleotides (Sodium 5'- ribonucleotide)	Amber
E640	Glycine and its sodium salt	Amber
E650	Zinc acetate	Amber
E900	Dimethyl polysiloxane	Amber
E901	Beeswax, white and yellow	Amber
E-Number	**Name**	**Matthew Algie Colour Rating**
E902	Candelilla wax	Red
E903	Carnauba wax	Amber

E904	Shellac	Amber
E905	Microcrystalline wax	Amber
E912	Montan acid ester	Amber
E914	Oxidised polyethylene wax	Amber
E920	L-cysteine	Amber
E927b	Carbamide	Amber
E938	Argon	Amber
E939	Helium	Amber
E941	Nitrogen	Green
E942	Nitrous oxide	Amber
E943a	Butane	Amber
E943b	Iso-butane	Amber
E944	Propane	Amber
E948	Oxygen	Green
E949	Hydrogen	Amber
E950	Acesulfame	Amber
E951	Aspartame	Amber
E952	Cyclamic acid	Amber
E953	Isomalt	Amber
E954	Saccharin and it's Na, K and Ca salts	Amber
E955	Sucralose	Amber
E957	Thaumatin	Amber
E959	Neohesperidine DC	Amber
E961	Neotame	Red
E962	Salt of aspartame-acesulfame	Amber
E965	Maltitol (i)Maltitol (ii)Maltitol syrup	Red
E966	Lactitol	Red
E967	Xylitol	Red
E999	Quillaia extract	Amber
E1003	Invertase	Amber
E1105	Lysozyme	Amber
E1200	Polydextrose	Amber
E1201	Polyvinylpyrrolidone	Amber
E1202	Polyvinylpolpyrrolidone	Amber
E1404	Oxidised starch	Amber
E1410	Monostarch phosphate	Amber
E1412	Distarch phosphate	Amber
E1413	Phosphated distarch phosphate	Amber
E1414	Acetylated distarch phosphate	Amber
E1415	Acetylated starch	Amber
E1422	Acetylated distarch adipate	Amber
E1440	Hydroxy propyl starch	Amber
E1442	Hydroxy propyl distarch phosphate	Amber
E1450	Starch sodium octenyl succinate	Amber
E1451	Acetylated oxidized starch	Amber
E1505	Triethyl citrate	Amber
E1518	Glyceryl triacetate (tricetin)	Amber
E1520	Proan-1,2-diol (propylene glycol)	Amber

Appendix 2: Packaging Brief Checklist

	Inner	Outer
Packaging design to reduce the use of hazardous substances		
Comply to the Essential Requirements 100ppm limit for heavy metals		
If possible, use unbleached paper or paper bleached with a TCF or ECF process		
If possible, use low-VOC content inks (e.g. water-borne, UV-cured or litho inks)		
If possible, use water-based adhesives and hot-melts instead of solvent-based		
Eliminating packaging and reducing void space and fillers		
Packaging should be designed for reuse where this is a practical option.		
Optimise the type of packaging, shape and size		
If possible, replace adhesives or tapes with interlocking tabs		
If possible, avoid separate labels by using direct printing or embossing		
Reduce void space whenever possible		
Use a suitable type of filler material (e.g. paper ruffle)		
Use double or hollow-walled containers, if specifically needed for strength/insulation		
Use a double-walled corrugated container in place of a triple-walled container, whenever possible		
Use localised strengthening of a container to reduce overall material use		
If possible, reduce the gauge or thickness of any part of the packaging (e.g. 20µm rather than 40µm thick)		
Reduce the use of adhesives and tapes through more targeted application		
Recycled materials		
Use recycled materials whenever possible		
Plastic packaging should contain 30% recycled content as a minimum		
Use and handling		
Ensure the package is easy to collapse/stack when empty and if for re-use		
Provide instructions on how to collapse/stack the container, if required		
Minimising contamination and making it easier to remove		
Reduce/avoid the use of colourants in plastic containers		
Minimise the use of potential contaminants (inks, adhesives, coatings and labels)		
Replace labels with information directly moulded/printed on the packaging, if possible		
If possible, use fasteners that are easier to remove than tape		
On paper and board packaging, avoid pressure-sensitive and cold seal adhesives		
Avoid using water-based adhesives in paper/board packaging		
If possible, use a hot-melt adhesive that is tough and either high or low density		
On paper packaging, use discrete blobs rather than thin strips of adhesive		
On paperboard, use water/acrylic-based emulsions and starch-based coatings		
Packaging design for final disposal		
Packaging should be widely recyclable or compostable in the current UK waste processing infrastructure.		
Packaging should be clearly labelled so that consumers can sort the packaging correctly for recycling or composting.		
Use mono-materials or mixed materials of the same type wherever possible. If different materials must be used, they should be different densities.		
Minimise colour: Non-pigmented plastic is preferred. If colour is necessary, avoid strong colours as much as possible.		
Easily separable closures: These should be easy to detach, should leave no attachments once removed and ideally be recyclable themselves.		
Avoid full sleeves: If a sleeve must be used, it should be easily removable and there should be clear instructions explaining how to detach it.		
Small, easily removable labels: Adhesives should be used sparingly, and labels should cover no more than 60% of the product's surface area, as well as being easy to remove.		
Compostable packaging should only be employed in the specific applications recommended by WRAP.		
Be able to provide evidence of certification of compostability.		
Use the correct terminology when describing the materials on pack and avoid terms that could be misleading (e.g. biodegradable, bio-based, plastic-free).		
Suppliers should support clear communications with our customers to ensure that they understand how to access composting collections. Ideally, they will support our customers with successfully establishing these collection routes.		

Appendix 3: Guidelines for Completion of Business Continuity Requirement on Supplier Questionnaires

Business Continuity is a progression of disaster recovery, aimed at allowing a supplier to continue functioning after (and ideally, during) a disaster, rather than simply being able to recover after a disaster.

The guidelines below should be referred to when completing the Business Continuity Requirement Section on the Supplier Questionnaire (Section 8 (Non-Food) & Section 14 (Food)).

Sub-Section	Question	Notes / Examples
8.1	What is your company's definition of Business Continuity?	Incidents / emergencies that could cause a major impact on your company's business activities e.g. fire, flood, IT system failure, power failure, etc; and the measures in place to manage with the situation.
8.2	What is your company's policy on Business Continuity?	Detail written procedures in place required for dealing with these events.
8.3	How is Business Continuity in your company supported by senior executives?	E.g. Board meetings, company policy statements.
8.4	Who is accountable /responsible for Business Continuity and how much of their time is devoted to this area?	Name & position of responsible person(s) **Frequency**: Daily/Weekly/Monthly/Annually
8.5	Do you have a crisis management Business Continuity team?	Members of staff dedicated to carrying out review and assessment. If No, go to sub-section 8.7
8.5.1	If Yes, how often do they meet per year?	**Frequency**: Daily/Weekly/Monthly/Annually
8.5.2	Is it dedicated or part time?	Please indicate whether this is a full-time or part-time commitment.
8.6	What risk or business impact analysis does your company undertake and when was it last done?	Review of possible impact on business with regards to e.g. transport, supplier / customer communication, loss of stock.
8.6.1	By whom and how often?	Name & position of responsible person(s) **Frequency**: Daily/Weekly/Monthly/Annually
8.6.2	Who is responsible for tracking identified actions?	Name & position of responsible person(s)
8.7	Do you have a Business Continuity plan?	Plan includes roles and responsibilities in the event of a crisis in regards to customer /employee liaisons, including emergency procedures. The plan also details a series of unforeseen events that enable key business activities to continue in the most difficult circumstances (refer to 8.1). If Yes, go to sub-section 8.7.2
8.7.1	If No, please provide details	Detail why the plan is not a requirement Go to sub-section 8.8 after completion of this section.
8.7.2	If Yes, what does it cover? (Please tick)	Tick from the selection provided.
8.7.3	How often is the plan tested/rehearsed?	**Frequency**: Daily/Weekly/Monthly/Annually
8.7.4	Who is involved in the test?	Name & position of responsible person(s)
8.7.5	When was the plan last tested and updated? Please provide a summary of the output below:	Please state latest test date; plan review date; summary of update to plan e.g. contact details, etc
8.8	What do you understand as a serious incident?	E.g. An event affecting the health of staff and/or business operation of the company.
8.8.1	What is your serious incident escalation route?	Define process plan of action detailing key responsibilities by management/teams in regards to further action required based on level of event.
8.9	What general awareness around Business Continuity is undertaken in your company?	E.g. Communicated during meetings, training sessions, etc
8.10	How do you deal with Business Continuity with your key suppliers?	E.g. Audit, supplier assessment forms.