

OFFICE INNOVATIONS

creating space for success

SUSTAINABILITY POLICY

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OFFICE INNOVATIONS IS COMMITTED TO CONTINUALLY IMPROVING THE SUSTAINABILITY OF ALL ENVIRONMENTAL ASPECTS WITHIN OUR BUSINESS.

Our Commitment

Our environmental approach and the policy and procedures that we have adopted follow the appropriate processes for the environmental management requirements of our projects, including:

1. Responsible for the nature, scale and environmental impacts of our activities, products and services (including but not limited to construction related issues, internal alterations, refurbishments and fit-outs).
2. Continual improvement and prevention of pollution.
3. Comply with applicable legal requirements & local by-laws associated with the delivery of our services
4. Consistently review our environmental objectives and targets in relation to our projects.
5. Ongoing communication to all the company's staff and sub-contractors
6. Be in the public domain via publication on our website.

For every person in every Office Innovations project protecting our environmental considerations revolves around Sustainability. Through our partners and suppliers we incorporate the use of two purpose built recycle centres for relevant waste products.

To meet both international standards and our own environmental targets we apply the three R's principle, Reduce, Reuse and Recycle.

Whilst Recycling is the element, which receives the most exposure, it is actually the last option available and should never be the prime target in the battle to reduce waste.

It is our duty as individuals and as a company to initially attempt to reduce usage. Then we should look to reuse wherever possible and finally, only after these two processes have been exhausted, should we consider Recycling.

Certifications, certificates, awards along with our partners include:

- ISO 9001
- ISO14001
- Chain of Custody PEFC Certified
- Chain of Custody FSC Certified
- Sustainability FISP Certified

Training and awareness

Our service is consistently looking to improve our service offering and understanding internally. This is achieved by a robust and consistent training programme where staff are trained on a regular basis both internally and externally; by courses, product development by supplier, face to face, intranet, e-mails, tool box talks and staff meetings together with what is necessary for the 'live' contract being undertaken and specific to that task.

All Interior's staff at the annual review training if required will be proposed by either employer or employee for specific or general training in connection with the role fulfilled. There is also the ad hoc and centrally planned training for all staff for product and materials training when required.

A record of all training is recorded on staff records either at the Branch or centrally.

Specific contractual training will be identified within the contract or by the parties concerned and undertaken by the required personnel.

Management monitoring and review

All contracts are reviewed regularly during fulfilment to ensure that they are being correctly carried out.

At the conclusion of the contract a review is held to determine:

- If the customer is satisfied and the level of satisfaction
- Have the sub-contractors completed their tasks according to the plan

- Were any complaints or claims received and how were they dealt with
- What went well and what lessons have been learned
- Were expectations set and delivered to

FURNITURE PROJECTS

Waste Stream Management

What goes in – All our internal waste streams – Customers waste packaging

For our furniture supply, what happens – Office Innovations and our suppliers provide customers with specific bags for waste. Customers fill the bags with the surplus packaging and we arrange collection. Waste is then returned to our partners and suppliers recycling plants to be segregated into different waste streams.

Furniture Recycling

What goes in – Chairs – Desks/Tops – Pedestals – Storage – Screens – Metal furniture

What happens – As customers order new furniture, we can offer the facility to collect and recycle their old furniture. – Each item is broken down into its components, everything from tops to gas-lifts, and is then segregated into different waste streams.

Fit-out and Refurbishment Projects

Whenever possible Office Innovations assist their clients to achieve environmental best practice during the planning and implementation stages of the fit-out or refurbishment of their buildings or environment.

For all of our products Office Innovations selects the most suitable and certified materials including timber, lighting, flooring, mechanical and electrical installations, and partitioning. Our processes for selecting the most suitable materials will ensure no impact on the specification or budget of your project. Most products available to the building trade are now recyclable including carpet and ceramic tiles.

Energy designed fluorescent and LED lights can add efficiency and save operational costs to a new environment when specified. The design and specification of the right

heating and cooling system for a project can cost less than 25% of the capital budget and pay for its self in two and a half years.

Wherever possible, Office Innovations seeks to influence our customers in design matters which could impact on the environment.

During our supply chain and customer interfaces Office Innovations ensures the safe disposal of all waste, via the main contractor route or by the regulations determined by local authorities.