

# Environmental, Sustainable and Corporate Social Responsibility Policy

Version: 9

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## Change History

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PRS Office Furniture Ltd recognises the importance of Environmental protection and Corporate Social Responsibility we are committed to operating our business responsibly and in compliance with all applicable regulations, legislation and approved codes of practice.

## 2 Scope:

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This policy considers all aspects of our internal business operation and those relating to the supply of furniture and consultancy services supplied to our Customers, including:

- Sourcing, procurement and supply
- Delivery and installation
- Removal and disposal
- Community Engagement
- Ethical Practice
- Employee Well Being
- Stakeholder Engagement

## 3 Purpose:

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Our objective is to carry out all measures reasonably practicable to continually improve our performance in these areas

### 3.1 Carbon Reduction Commitments:

- We are committed to achieving Net Zero by 2040 and an interim target to reduce emissions from our baseline by 50% to be reached no later than 2030.
- We have calculated our Carbon Footprint and identified where improvements can be made and implemented a roadmap for reduction. The carbon reduction plan will be publicly available.
- Our carbon Footprint will be calculated annually and made available publicly.

- We have a Sustainability and Corporate Social Responsibility Steering Committee that includes Certified Carbon Literate Employees.
- We are committed to helping our Customers achieve their carbon reduction goals.

### **3.2 Sustainability and Environmental Affiliations:**

- We are engaged with Accredited Carbon Literate experts Positive Plant on a Carbon Reduction Plan.
- We are enrolled and active member of EcoVadis-We continue to work on actions to improve our Sustainability credentials and aim to increase our score each year.
- We have Certified Carbon Literate Management and Sales Teams.
- We will maintain our ISO1400.

### **3.3 Ethical Practices**

- We are committed to uphold the highest standards of ethics and integrity in all business activities.

### **3.4 Engagement, Community and Neighbours:**

- We are committed to:
  - Engage with Employees, Customers, Suppliers and our neighbours to reduce the Environmental impacts our business, the products and the services have.
  - Engage with Employees, Customers, Suppliers and our neighbours to have a positive impact in the local area.
  - Engaging in 2 litter picking activities annually in our local environment.
  - Provide training at least quarterly on Sustainability and Social responsibility considerations related to our day-to-day business operations. Minimum of 4 sessions per year.
  - Encouraging Employee engagement via the PRS Corporate Social Responsibility steering committee by offering platforms for additional training, submitting suggestions and or concerns and communicating meaningful plans, targets and progress.
  - Working with our Customers achieve their Sustainability and Social responsibility goals.
  - Ensure that dust, noise and odour do not cause a nuisance to the community surrounding our offices, warehouse and other facilities or sites on which we are working.
  - Help Customers to make Sustainable choices by providing clear information, promoting sustainable swaps to customers.

- Reporting annually on the percentage of products sold with higher environmental credentials.
- This policy is communicated to all Employees, Suppliers and sub-contractors and is published on [www.prs-officefurniture.com](http://www.prs-officefurniture.com).
- The General Manager is responsible for Sustainability and Social Responsibility within PRS and is supported by the Sustainability Steering Committee who are collectively responsible for reviewing, challenging and implementing measure to ensure all Sustainability and Social responsibility requirements and targets are met.

## Social Responsibility

- **Philanthropy:** Support local charities and community projects through donations and volunteering.
- **Education:** Promote educational initiatives and partnerships to enhance community knowledge and skills.
- **Health and Wellness:** Support programs that promote health and wellness in the community.
- **Opportunity;** Providing opportunities to local people.

### 3.5 Employee Well-Being

- **Workplace Safety:** Ensure a safe working environment through rigorous health and safety standards.
- **Diversity and Inclusion:** Foster a workplace culture that values diversity and inclusion.
- **Professional Development:** Provide opportunities for employee training and career development.

### 3.6 Ethical Responsibility

#### 3.6.1 Governance

- **Compliance:** Adhere to all legal and regulatory requirements in the jurisdictions where we operate.
- **Transparency:** Maintain transparent business practices and open communication with stakeholders.
- **Anti-corruption:** Implement policies to prevent corruption and unethical behaviour.

#### 3.6.2 Human Rights

- **Fair Labor Practices:** Uphold fair labour practices and ensure the rights of all Employees are respected.

- Supply Chain: Promote responsible sourcing and fair trade practices within our supply chain.
- Community Rights: Respect and support the rights of communities affected by our operations.

### 3.7 Sourcing, Procurement and Supply

- We implement *PRS's 5-Point Approach to Product Selection* when working with Customers on new projects:
  - **Sourcing:** *We will first consider if second hand or existing furniture can be used, if not we will source from one of our vetted Suppliers.*
  - **Fit for purpose:** *We will only recommend a product that is fit for the intended purpose and environment.*
  - **Life span:** *Most of our products are supplied with a minimum of 5 years warranty.*
  - **Delaying end of life:** *We will proactively delay the end of a product life whether (See Remanufacture and Recycle section).*
  - **Recycle:** *Aimed at helping our Customers dispose of existing product responsibly.*
- Suppliers and sub-contractors are required to submit and pass a Pre-Qualification questionnaire to ensure their Sustainability and Social responsibility achievements meet or mirror our own.
- Suppliers and subcontractors must also agree to our Supplier Code of Conduct.
- High risk Suppliers are required to complete EcoVadis assessments with a minimum threshold of 48/100 required to be achieved.
- We endeavour to favour Suppliers:
  - That only use FSC-certified timber.
  - Have a carbon reduction plan.
  - Have robust Environmental policies
  - That demonstrate a 'cradle-to-cradle' approach to product design meaning that all materials used are either biodegradable or can be fully recycled into purposeful new products.
  - Have available Environmental impact reports for their products
  - Lead with the most Sustainable products and solutions where cost or performance will not be impacted.
  - Highlight to Customers where more Sustainable solutions / components could be used.
  - Encourage the use of Sustainable fabrics that have been awarded the EU Ecolabel or OEKO-TEX®.
  - Highlight where products have achieved external Sustainable certification.

### 3.8 Remanufacture and Recycling

- We are committed to reducing the unnecessary disposal of existing furniture, to support this we:
  - Provide Site Health Checks to identify product in need of repair before the warranty expires or before it reaches a point of no repair.
  - Provide a Revive service that includes:
    - Re-upholstery
    - Re-foaming
    - Re-coating
    - French polishing
    - Re-laminating
    - Component replacing

We also work with companies on specific programmes for Revive.

- We are committed to providing a second life to unwanted furniture, to support this we:
  - Work with a second hand dealer network who will resell old furniture.
  - Have developed a *Keep It Going* scheme to increase the amount of items donated to local community and charity organisations.
  - Are increasing the distribution and use of second-hand furniture supplied to Customers with our PRS Preloved scheme – Where we match make a Customers disposal requirement with another Customers new furniture requirement.
- Where furniture is no longer deemed to be in a usable condition, it is broken down into its constituent parts and recycled.

### 3.9 Packaging and Disposables

- We are committed:
  - To proactively working with the supply chain to:
    - Reduce the volume of packaging.
    - Minimise the amount single-use plastic.
    - Increase the amount of recycled, recyclable and biodegradable packaging.
  - Reuse packaging where suitable.
  - Dispose and recycle packaging responsibly (see waste Management)
  - Avoid the use of single use items in day to day business operations where these cannot be avoided ensure they are made from recycled, recyclable or biodegradable materials.

### 3.10 Waste Management

- We hold an Upper Tier Environment Agency Waste Carriers License.
- We are committed to:
  - Adhere to all relevant regulations concerning waste and Environmental well-being.
  - Minimise the production of waste and waste material.
  - Where possible we will segregate and dispose of waste according to type i.e. cardboard, metals and timber.
  - Where appropriate remove all packaging from site.
  - Diverting 98% of our waste from landfills.
  - Using a registered Waste Carrier to dispose of all waste.
  - Ensure that we always comply with the Duty of Care Regulations.
  - WEEE compliant IT disposal.
  - Reduce and/or limit the production of pollutants to water, land and air.

### 3.11 Energy Consumption

- Where reasonably possible we have and will continue to actively reduce and minimise energy wastage by:
  - Implementing housekeeping rules.
  - Implementing energy-saving measures.
  - Considering the energy consumption of new purchases.
  - Only using electric power forklifts in PRS-owned premises.
  - Monitoring energy consumption to driver further reductions
  - Reporting annually on energy consumption.

### 3.12 Travel

- We encourage Employees to use public transport and car share both for business travel and commuting.
- Where appropriate we encourage the use of video calls to avoid travel.
- Phasing out car allowances for new Employees.
- Promoting the use of EVs for company travel
- Only purchasing Euro Cat 6 Vans

### 3.13 Delivery

- We aim to reduce travel miles of products and maximise vehicle loads for the most fuel-efficient delivery of products; we achieve this by:
  - Using our 10 subcontracted satellite warehouses positioned throughout the UK and temporary warehousing in Europe.
  - Using local labour where possible on installs.

