

ENVIRONMENTAL AND SUSTAINABILITY POLICY

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

Scope:

Our environmental 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

Purpose:

Our objective is to carry out all measures reasonably practicable to continually improve our environmental performance.

Carbon Reduction Commitments:

- We are accredited as Carbon Neutral by Positive Planet.
- 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.
- Our carbon Footprint will be calculated annually by Positive Planet.
- 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.

Sustainability and Environmental Affiliations:

- We are engaged with Accredited Carbon Literate experts Positive Plant on a Carbon Reduction Plan.
- We are enrolled and active members of EcoVadis.
- We have Certified Carbon Literate employees.

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 we provide have on the environment.
 - Engaging in regular litter picking activities in our local environment.
 - Provide regular training on sustainability and social responsibility considerations related to our day-to-day business operations.

- 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.
- This policy is communicated to all employees, suppliers and sub-contractors and is published on www.prs-officefurniture.com.
- The Operations Director 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.

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.
- 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.
- 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 fabrics that have been awarded the EU Ecolabel or OEKO-TEX®.
- Highlight where products have achieved external sustainable certification.

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.

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.

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.

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. In recent years our office lighting has been replaced with LEDs and a new more efficient air conditioning system installed.
 - Considering the energy consumption of new purchases.
 - Only using electric power forklifts in PRS-owned premises.

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.

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.
 - Using a national courier network to deliver items dispatched from our central warehouses and that are suitable for courier delivery.
 - Arranging supplier delivery directly to our customers/ satellite warehouses.
 - Consolidating deliveries.
 - Efficient route planning for delivery of items dispatched and delivered from our central warehouses by courier.
- All new company vans are energy efficient Eurozone 6 helping reduce Green House Gases.

Measure and Review

- Our commitment to the above environmental policy is reinforced by our setting of measurable targets and objectives to reduce our environmental impact.
- We will constantly monitor and review our environmental performance and this Environmental Policy in order to ensure its continuing suitability and will implement improvements whenever appropriate.

Responsibilities

- The Operations Manager, Ross Kemp, is responsible for implementing and monitoring our Environmental policy.
- The Sustainability and Steering Committee member Ellen, is responsible for maintaining the policy.

Signed: R Kemp

Name: Ross Kemp

Dated: 21/06/2023