

Environmental Statement

Your Workspace are manufacturers and assemblers of timber panel-based products, upholstered chairs, screens and wall systems, metal components and sub-assemblies for use in wooden and steel office furniture. This environmental statement applies to its operations at its Durham and Newcastle sites.

Your Workspace recognises that concern for the environment is an integral and fundamental part of the company's corporate business strategy and, to this end, has a board member who is responsible at corporate level to oversee and implement these requirements and represent environmental issues.

The company is proud of its achievements in the area of environmental performance which has been demonstrated in its manufacturing processes and designs used to minimise adverse environmental impacts and its associated hazards in production, product use and disposals.

As regards to our ongoing environmental objectives, Your Workspace is:

- Making every effort to minimise the used resources, use environmentally safe and sustainable resources and, where possible, manufacture products from materials that are capable of being recycled.
- Only FSC-C007086® accredited timber is used throughout our products, in all our timber desking, seating and storage.
- We minimise the creation of waste, especially hazardous waste, and dispose of all waste which are not practical to recycle, through safe and reasonable methods, which are in compliance with all relevant legislation, and we will control the discharges of effluent to sewers and ground water, as required by regulation, through consents and control. We are currently exceeding our targets of a minimum 5% reduction per annum.
- We educate, train and motivate all our employees so that they can conduct their activities in an environmentally safe manner, are made aware of the impact on the environment of their actions and are fully conscious of the company's environmental objectives. This includes waste management within our factories and offices.

- We operate within the constraints of a recognised environmental management system and set targets on solids, liquids, gaseous emissions, waste generation and formulate plans and objectives to achieve them. We currently work to BS EN ISO 14001:2015 and we are independently audited annually.
- We ensure that only fuel-efficient vehicles are considered within our fleet and utilise efficient transport systems for goods, as it recognises the importance of an environmentally sound transport system. We are now introducing hybrid technology into our fleet and will drive the change to fully electric once we feel the United Kingdom charging infrastructure is sufficient for travel to any part of Great Britain and Northern Ireland.
- We seek to develop and maintain, where significant hazards exist, emergency preparedness plans for preventing and mitigating the hazardous impacts associated with them, in conjunction with the emergency services, relevant authorities and local community.

These are now in place and are monitored on a monthly basis by our dedicated Environmental manager.

- We make a commitment to prevent pollution of air, land or water and, where such pollution occurs or exists, to effectively remedy the situation. We are audited externally every 6 months.
- We ensure that environmental reviews of our activities are carried out every two months, by the Environmental Management group, set up within the company.
- We continually review key suppliers and contractors, encourage use of environmental management systems through the rating system and record the results on the register of approved suppliers and contractors. Any supplier or contractors not meeting our high standards are simply not used. We work with suppliers to look at environmental issues, for example Packaging, Delivery cost, Shared vehicles etc and how we can reduce these further and set up individual targets which we work together to achieve.
- We foster an openness and dialogue with our employees, and other interested parties, in respect of concerns about hazards and impact of our operations and make publicly available our environmental policy with objectives by placing on notice boards in the factories and rest areas, sending copies to our suppliers, contractors and to our customers, when acknowledging orders or in response to a request.

- We make a commitment to continual improvement of our products, processes, services and adverse environmental impacts and provide them in a manner that protects human health and the environment.
- We review our energy and water usage and, where necessary, invest in water conservation and improved energy efficiency.
- We meet all applicable environmental legislation and regulations and other requirements the organisation may subscribe to.
- We seek to develop and install environmental performance evaluation criteria and associated indicators, via our dedicated Environmental Manager, which are constantly managed.

As part of our Environmental Management System one of our objectives and targets is the reduction of energy consumed by 5%, taking into account increase in production levels from the baseline period. This is to be achieved via the following actions:

- Increase employee awareness regarding energy saving. via posters, committee members, environmental awareness sessions and training.
- Committee members to monitor the areas in which they work and switch lights off where appropriate.

All bulbs and tubes used are replaced by energy saving bulbs. The possibility of purchasing electricity from renewable sources has been investigated with the company's provider, and we are investigating changes internally to switch to more renewable sources.

As part of BS ISO 14001:2015 we are demonstrating continuous improvement regarding the environment, including energy conservation. We conducted an assessment of the environmental aspects at each site bi-annually including the significance of each aspect. The resulting significant aspects relate to our objectives and targets to ensure that we look at the aspects and related issues with the intention of improvement.

It is Your Workspace's Policy to purchase, wherever possible, from sustainable sources. As part of this policy, we have advised our timber suppliers that they only source from sources certified through the UK Woodland Assurance Scheme or the Forest Stewardship Council® schemes.

A procedure is currently in place to assess the packaging purchased on a yearly basis to ensure compliance with the legislation and to obtain a reduction of 5% per annum. All of Your Workspace's packaging is collected from installation sites and returned to our

factories for re-use. We are also working with suppliers in respect of their packaging, of goods supplied to Your Workspace.

As part of our Environmental Management System another one of our objectives and targets is the investigation of methods of reducing the amount of packaging used. This is to be achieved via the following actions.

- Suppliers have been contacted regarding the packaging that they send products in. They must use reusable packaging, for example crates instead of cardboard boxes. This is in place with all our suppliers.
- Furniture is packaged using reusable boxes for the pedestals/desking etc, we try to achieve a re-use rate of 10 times wherever possible.
- All cardboard boxes and pallets that can be reused are returned from site and kept within the factory for re-use by Your Workspace.
- Our Assembly department is instructed in the correct way of packing to minimise the amount used.

We confirm that we do not use products manufactured with or containing CFCs, HCFCs, SF6, Halons, PFCs or Trichloroethane.

Signed

Print Name: Adrian Cowley
Position: Managing Director
Date: January 2021