



## **SOCIAL AND ENVIRONMENTAL POLICY STATEMENT**

This policy is for the benefit of our customers, employees suppliers as well and wider communities, and is publicly available.

Recognising the importance of social and environmental sustainability, Workplace by design are not only complying with the legal requirements and codes of practice on environmental standards but committed to continually improving their operating procedures in socially and environmentally sustainable ways.

By implementing the following we aim to exceed perceived best practice on social and environmental sustainability;

- Identify opportunities to reduce the impact on the environment of our business activity.
- Seek ways to improve the social impact our business makes on local and wider communities
- Develop our supply chain with partners that reflect our values on environmental and social matters.
- Train our employees in environmental and social responsibility issues and our policy.
- Promote the re-use of resources in preference to recycling.
- Minimise the use and avoid wastage of material and energy resources.
- Promote the use of sustainable, ethical, re-used, recycled or renewable resources.
- Reduce and limit pollutants to water land and air.
- Reduce noise emissions from all of our activities.
- Develop a strategy that promotes Workplace by design as a good neighbour and company that enhances its local community.

We will actively endeavor to minimise our impact on the environment, by focusing on areas such as, but not limited to;

- Materials used in the delivery of our services.
- Office waste reduction.
- The way we communicate with customers, suppliers and employees.
- Business travel
- Disposal of redundant furniture.

Furthermore we require that our supply partners hold appropriate ISO, FSC, FIRA and product specific BS or equivalent certification and are fully compliant with regulations and responsibilities with regard to manufacture, delivery of their products and disposal and recycling of waste.