



## **FUNCTION / CLEAR ENVIRONMENT SUMMARY OF ENVIRONMENTAL POLICY**

This is a general statement of policy relating to environmental issues.

Function and Clear Environment regard environmental issues relating to all aspects of the office furniture production and distribution process to be of paramount importance.

In the general course of our business, we look to make savings in our own use of fuel, resources and materials which may make its own contribution to the long term environmental issue. This extends to our office environments, transport operations and storage facilities.

Within our products portfolio, we require conclusive proof from our suppliers of the integrity of their products on environmental issues with regard to material management including sustainable forestation programmes.

Additionally, we demand proof of any materials used or manufacturing processes performed which may produce emissions of any kind which may potentially harm the environment.

All waste packaging and materials are disposed of at registered disposal depots to ensure maximum effort is attributed to recycling.

Function and Clear Environment will fully comply with the duties and responsibilities placed upon them and their contractors regarding relevant Regulations and Guidelines as issued by The Environment Agency and other organisations. These include:-

Disposal of waste in accordance with the requirements of Sections 33 and 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991. (General office waste and furniture disposal and associated liabilities).

Disposal of other waste, including hazardous and electrical, subject to the requirements of the Special Waste Regulations 1996 and Waste Electrical and Electronic Equipment Directive (WEEE Directive) 2006.

Removal and transport of "controlled" waste by approved carriers registered under the Controlled Waste (Carriers and Seizure) Regulations 1991.

Transfer of legal responsibility under the Consumer Protection Act 1987. (Sale of second hand furniture and associated liabilities).

The Group is currently working towards Environmental Accreditation ISO 14001 and hope to have this in place as early as possible during 2010.