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## Waste Prevention Policy

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The Furniture Industry makes a significant contribution to the UK's national and local economies and it's important that JPA as part of this industry contribute towards a sustainable UK by developing strategy and policies to improve sustainable development and reduce social and environmental impacts.

This will be achieved by minimising our consumption of materials and natural resources, reducing our waste (especially landfill) and protecting the environment whilst maintaining business growth and employment.

### Legislation:

JPA are compliant with all relevant legislation. Environmental and Health & Safety legislation is monitored on an ongoing basis via RQA and FIRA Green Club. A responsible person has been nominated for compliance and dissemination of legal updates.

### Implementation:

Our Environmental Policy is issued by the Managing Director and is central to our operational commitments and company philosophy.

All departments take account of environmental issues both operational and administrative with a view to improvement and reduction of energy.

JPA became a member of the Furniture Industry Sustainability Programme (FISP) in 2008 and have been re-assessed successfully since then. We are also a member of the FIRA Green Club which ensures that we receive all current up to date environmental legislation.

JPA achieved registration to ISO 9001 (formerly BS5750 in 1991) and the Environmental Management System ISO 14001: 2004 in December 2009 as part of our ongoing improvement commitment to continuous improvement and successfully achieved transition to ISO9001: 2015 in 2017.

### Energy Management:

Base line company energy consumption targets are set and reviewed regularly

Energy walk rounds identify inappropriate, unnecessary, inefficient and/or poorly controlled sources of energy. We monitor our energy consumption both during and out of working hours:

- Utility bills are monitored to analyse trends
- Building checks out of hours identify equipment that has been left on stand-by and wastage

Energy reduction is via capital investment, more efficient design and energy waste avoidance and detection. Our Carbon footprint is calculated and has remained relatively stable as improvements in energy efficiency are minimal in these areas – currently equating to less than three carbon tonnes per member of staff.

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## Sustainable Development:

We have identified four key objectives for delivery of sustainable development:

- Social progress which recognises the needs of everyone
- Effective protection of the environment
- Sensible use of natural resources
- Maintenance of high and stable levels of economic growth and employment

The company uses wood and wood-based products from well-managed, sustainable forests via suppliers with proven Chain of Custody certification. Key suppliers have ISO9001, ISO14001, FSC or PEFC to ensure sustainability further down the supply chain.

JPA is aware of the Government's timber procurement policy Convention on International Trade in Endangered Species (CITES) Regulations and uses timbers not affected by these regulations.

We are actively sourcing a wider range of recyclable furniture items and fabrics so that we can bring environmental choice to our clients. We can now provide Ska ratings via our FISP certification for many products and are working on the development of EPDs for core items.

## Corporate Social Responsibility:

Social Responsibility can be defined as: *The responsibility of an organisation for the impacts of its decisions and activities on society and the environment, through transparent and ethical behaviour that:*

- is consistent with sustainable development and the welfare of society
- takes into account the expectations of the stakeholders
- is in compliance with applicable law and consistent with international norms of behaviour; and
- is integrated throughout the organisation

JPA strive to work towards this aim by implementing and improving its policy as above.

## Procurement:

The JPA Procurement Policy and combined Quality Policy & Environmental Policy are available on request.

Supplier performance is audited via a non-conformance log and key suppliers visited as necessary. Key suppliers have an FSC Chain of Custody number for timber sourced, FISP certification and are registered to ISO14001, ISO9001 and ideally to ISO 50001.

With regard to the sourcing of materials and products, we source local items (UK manufactured) where possible which benefits the local economy and reduces the carbon footprint of products. We seek new and innovative environmentally friendly products where end of life decommissioning has been considered and where design has addressed longevity and recyclability e.g. climate neutral and compostable seating/screen fabrics; seating and desking manufactured from recycled materials or which have 100% end of life recyclability.

## Transport/Air Emissions:

We await an effective fuel alternative to diesel to enhance our operational activities. New vehicles are fitted with relevant safety features including tracking devices, forward and backwards facing cameras, cyclist mirrors, blue tooth, reversing pips etc.

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Our Scheduling Department is structured to maximise mileage undertaken, minimise emissions and avoid repeated trips to the same location and consolidating loads. Load optimisation is achieved through a mix of standard and dynamic deliveries. Vehicles are tracked and re-directed, diverted as required due to congestion and increasingly are back loaded with furniture for recycling.

We have streamlined our geographical area of service to Greater London and Home Counties and created partnerships for deliveries outside of our area to reduce travel costs and energy impact on the environment.

Fuel consumption figures are recorded and we are considering the use of speed limiters in our vehicles as well as the introduction of smaller, more efficient vehicles for quick response sample and service call outs.

### **Packaging:**

Levels of packaging are monitored and the company complies with the Packaging Waste Regulations. All packaging is returned from site where it is either re-used for other, less well packaged goods or recycled. In addition, the company uses its own re-usable blankets to reduce the amount of packing required whilst making sure that goods are suitably protected. We have increased the amount of packaging recycled year on year.

### **Waste Management/Recycling/End of Life:**

The amount of waste generated is monitored. All packaging, cardboard and plastics are separated, compacted and recycled and via certificated recycling processes. During installations, all packing is collected and returned to JPA for separation and recycling. Targets are set annually for landfill for reduction and have been achieved over the last three years with zero landfill achieved – a minimum of our 65% of our general waste is reclaimed via MRF, with the remainder going to Waste to Energy.

JPA furniture recycling is diverting significant volumes end of life furniture from landfill achieving landfill kg reduction, CO2E reductions and improving both client and JPA environmental performance.

We have a full programme of improvements in environmental efficiency and waste reduction planned for 2018 and fully support all legislative actions in this area. We pledge to support our clients in achieving their individual sustainability goals.



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