

# Sustainability Policy



## AMARYLLIS SUSTAINABILITY POLICY

### Approach

Amaryllis has attached a copy of its certificate of registration to ISO 14001.

### ENVIRONMENTAL POLICY

Our objective is to create a climate of excellence not only in our products and or services, but also for our employees, persons affected by our activities and the environment. In order to achieve this the following policy has been established.

We will manage our activities to minimise wherever practicable their effect on the environment. In this we are committed at all levels and within all functions of the organisation to continual improvement. We recognise that this will only be achieved through regular monitoring of our environmental performance against objectives regulated by a committed management system.

Our Environmental Policy (which includes Health and Safety) commits the organisation at all levels to ensure compliance with the following:

- Identification of the risk of pollution arising from any of our activities, products and/or services, which shall be either eliminated or effectively controlled and where practicable to meet or exceed all regulatory requirements relating to environmental matters and the adoption of safe and environmentally acceptable standards where none exist
- Reduce to a minimum unnecessary use of materials, resources and energy and to reduce to minimum the environmental effect on all future developments and an appraisal of the effect of sourcing raw material
- The reduction of waste to the lowest practicable level ensuring responsible disposal of waste created and received, undertaking environmental audits, measuring the results against established targets
- Advocate employee involvement in all environmental matters, providing suitable training and support to all employees with regard to this environmental policy, recommending other organisations to follow our approach and policy
- The reduction or alleviation of any adverse environmental effects caused as a result of our activities, products and/or services
- Ensure that any persons working on our behalf are made aware of and agree to comply with this policy
- Seek to ensure that products and/or services supplied or provided by third parties can be used, handled, stored, and disposed of in a manner which safeguards the environment and the health and safety of all
- Undertake a review of this policy in the light of any new knowledge, change legislation or public concerns

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## Waste Policy and Packaging

Amaryllis as an organisation recognises its responsibility within the Guidelines of its environmental management system - this includes collection of waste generated from its delivery and installation aspects of its business. All waste disposal is carried out at localised depots recognising the Environmental Protection Act 1990, Environmental Protection (Duty of Care) Regulations 1991, Packaging (essential requirements) Regulations 1998, Producer Responsibility Obligations (Packaging Waste) Regulations 1997.

In addition, Amaryllis as an organisation operates an environmental policy within its environmental management system.

Its policy statement includes packaging objectives

- Reduce to a minimum unnecessary use of materials, resources and energy and to reduce to minimum the environmental effect on all future developments and an appraisal of the environmental effect of sourcing raw material
- The reduction of waste to the lowest practicable level ensuring responsible disposal of waste created and received, undertaking environment audits, measuring the results against established targets.

Packaging used must be manufactured so that its volume and weight are minimised and so that it does not contain materials that prevent its recycle. It must be designed and produced to permit recycling and may not be used unless it complies with these requirements.

All returned fibrous packaging is recycled through the Company's on site compactor and collected by approved waste material collection service provider.

Amaryllis will provide information on the proportion by weight of post-consumer recycled material in the product and in the product packaging

- Product TBA.....
- Product (packaging) recycled material, by weight 950kg per metric Tonne is made available for recycling deliver install products.

Amaryllis will provide information on the weight and volume of product packaging applied to products and received

- Measurement and monitoring volumes of packaging returned
- Packaging volume is under 50 tonnes and therefore will not fall under the need to register with the EA compliance scheme

Information is provided on the management of the product at end of life, including (but not restricted to) opportunities for reuse and recycling.

- Amaryllis operates a packaging waste recycling scheme for all deliver and install items, packaging waste is recovered and where possible placed back into the paper recycle recovery market at every opportunity 95% of returned waste is compacted, currently there is no policy aimed at other opportunities, however its recognised that certain suppliers may wish to partnership recycling / reuse of product packaging may be explored in the future.



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In addition, publicity material can be issued advising customers of re-use opportunities – through, for example, part exchange and / or buy back.

In support of Amaryllis' Environmental Policy, Amaryllis operates to the following:

- Procurement of new products managed under the terms of Amaryllis' Environmental Policy
- Procurement of new products subject to Amaryllis' Timber Sustainability Policy (including FSC registration)
- Delivery and Installation subject to Amaryllis' Packaging and Waste Management Policy
- Red listed materials – such as plastics, PVCu - not to be used unless alternative is not viable.
- Innovative materials – to be incorporated where appropriate and cost effective.

### Timber Traceability Policy

As a major procurement organisation, Amaryllis operates a professionally managed environmental policy. Amaryllis procures a range of timber products – including finished products and sub-components – and is committed to the purchase of timber products from sustainable sources. To that end, as part of the procurement process all suppliers are required to supply documentary evidence of their supply chain, source, traceability and sustainability of their timber products.

Amaryllis' procurement team is responsible for the implementation and management of this process and it is fully auditable.

This process is part of Amaryllis' Quality Management System which is accredited by the British Standards Institute to BS EN ISO 9001: 2000.

Amaryllis is committed to managing its activities to minimise, wherever practicable, the effect on the environment. In this, the company is committed at all levels and within all functions of the organisation to continual improvement. Amaryllis recognises that this will only be achieved through regular monitoring of environmental performance against objectives regulated by a committed management system.

Amaryllis is registered with the British Standards Institute and has achieved the environmental standard ISO 14001 accreditation.

### Specification / Procurement

All timber procured for permanent works and formwork must be certified as Sustainably produced, under the following schemes;

- FSC
- UKWAS
- Woodmark (Soil Association)

Timber marked as 'sustainable' but not certified by one of the above certification schemes, is not acceptable. All timber supplied to site must be accompanied by a valid FSC, UKWAS or Soil Association certificate. 'Timber' includes composite timber products (plywood, chipboard, laminates etc), solid timbers, decorative timber, timber doors and other 2nd fix timbers.

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## Lifecycle Management, Recycling and Environmental Disposal

Amaryllis provides a range of specialist services dedicated to the supply and lifecycle management of furniture, fittings and equipment. Contractual requirements mean that Amaryllis is responsible for all furniture and office equipment disposals on the entire Department for Work and Pensions Estate (nationwide and accommodating around 100,000 personnel) as well as disposals for DVLA and British Airways. Over the last year, Amaryllis has handled around 15,000 tonnes of furniture and equipment from the DWP Estate with only 3.35% going to landfill.

Amaryllis is required to provide documented proof regarding environmental disposals which is audited by client representatives on a regular basis. In order to achieve this requirement, Amaryllis has established a specialist operation – Amaryllis Environmental Services.

It is a full service recycling, renovation, reuse and disposal company specialising in Office Furniture & Equipment. The Company offers a single source solution – helping all types of organisations fulfil commitments to Green, environmental policies through minimising contributions to landfill. There is a commitment to ensure that less than 4% of redundant products will be sent to landfill.

- Office Furniture and Equipment Renovation & Recycling
- Office Furniture Remanufacture
- Office Furniture and Equipment – Environmental Disposals
- Fluorescent Light Bulb Recycling
- Document Shredding
- Data Destruction
- Computer & IT Equipment Recycling
- PCB Storage & Disposal
- Product Recovery & Disposal

Amaryllis audits all processes - internal and external - to comply with ISO14001 including waste management as well as legal compliance including WEEE directive.

Due to the high volume of redundant items handled, the Company has established a highly efficient demanufacturing production plant. Any item that falls into the unusable category after sorting is placed into the De-Manufacturing programme. For example, a metal-framed desk or workstation would undergo the following process:

- All screws and fixings will be removed and reused were possible.
- Plastic components, such as cable trays, covers and risers are sent for plastic re-cycling.
- Electrical cable and sockets are placed into collection receptacles ready for testing and re-use where appropriate. Those items that are not appropriate are placed into the electrical re-cycling bins.
- The steel or aluminium leg frames compact and sent for recycling.
- Wood surfaces and panels are stripped of any PVC edgings or reinforcements. The plastic processed ready for recycling and the wood panels chipped and pulped in preparation for collection by our strategic partner for wood fibre re-cycling.

Through its long term contractual commitments, Amaryllis can reuse many items of furniture and equipment (once it has been subject to renovation or remanufacture). Alternatively, being a member of the Furniture Reuse Network, Amaryllis can identify other recipients.

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Established in 1989, the Furniture Reuse Network is the national co-ordinating body for 350 furniture and appliance re-use and recycling organisations. The FRN promotes the re-use of unwanted furniture and household appliances for the alleviation of hardships, distress and poverty. A registered charity, the FRN reuses around 2million items of furniture and appliances in a year benefiting around 0.5 million households on low incomes.

Under the environmental management programme, all internal and external processes are audited to comply with ISO14001 - this includes waste management (including Waste Transfer Notes) and legal compliance incorporating the WEEE directive.

The majority of activities are undertaken on an inhouse basis but specialist partners who are appointed following assessments and audits to ensure compliance with environmental and legal requirements handle specialist items, such as fridges and TVs.

Amaryllis' inhouse Quality and Environmental Manager is responsible for implementing a regular programme of ongoing assessments.