



GRESHAM



ENVIRONMENTAL  
STATEMENT



**GRESHAM**

## GRESHAM OFFICE FURNITURE LIMITED IS ACCREDITED TO BS EN ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM (EMS).

Gresham Office Furniture Limited is a leading manufacturer of wooden and metal based office furniture and seating and as a Company we are committed to operating in a sustainable manner and protecting the environment with a sensitive and responsive attitude.

Gresham Office Furniture Limited are also aware of the effects that its manufacturing processes, waste materials and packaging may have on the environment and will integrate environmental protection into our business plans and continue to ensure we are committed.

### WE ARE COMMITTED TO...

- Complying fully with all applicable legislation and regulations that affect our activities.
- Continually identifying, evaluating and controlling the environmental risks associated with our products.
- Providing sufficient human and financial resources for maintaining an EMS and implementing measurable objectives and targets for continuing environmental improvement.
- Sustainable development by reducing the Company's use of energy and other resources by increasing efficiency and by reducing all forms of waste, air and water pollution from its site.
- Conducting environmental audits on all our departments and operations at regular intervals appropriate to their risk.
- Providing training and information for all our employees to ensure they fully integrate this policy into their responsibilities at work.
- This policy is available to interested parties on request.

Signed

.....  
J.D.Roebuck Managing Director



## ACCREDITATIONS AND CERTIFICATIONS...

We have a sensitive and responsive attitude to the effects that our manufacturing processes, waste materials and packaging may have on the environment.



### BS EN ISO 14001: 2015

Environmental Management System.

This commitment has led us to attain numerous accreditations and professional memberships of the following associations:



### FIRA

Furniture industry Research Association - Full Member.



### Investors in People

New standard for Training, Commitment, Planning and Communications.



### BCFA

British Contract Furniture Association.



### BS EN ISO 9001: 2015

British Standards Institute BS EN ISO 9001: 2015 Quality Management System.



### CHAS

Construction Health & Safety Assessment Scheme - Full Member.



### FSC®

Over 99% of the Melamine Faced Chipboard used in the manufacture of office and leisure furniture at Gresham Office Furniture has been sourced from FSC® certified suppliers and other controlled sources.

TT-COC-001940 FSC®



## ENVIRONMENTAL... MANAGEMENT PROCEDURE INDEX

### **EMP1 Environmental Aspects - Scope:**

To ensure all environmental aspects of the Company's activities, products or services that it can control, or over which it has an influence, have been identified and are reviewed accordingly.

### **EMP2 Environmental Legislation - Scope:**

To identify environmental legislation and other requirements which are relevant to Company activities, products and services.

### **EMP3 Objectives and Targets - Scope:**

To specify the means by which the Company will compile and manage documented environmental objectives and targets.

### **EMP4 Training Awareness and Competence - Scope:**

To ensure that all employees are aware and comply with the Company's Environmental Policy.

### **EMP5 Communication - Scope:**

To identify the routes of communication for environmental information to relevant personnel.

### **EMP6 Control of Documentation - Scope:**

To ensure that documentation is readily accessible and current.

### **EMP7 Operational Control - Scope:**

To establish and maintain operational procedures and controls, ensuring that the Company's Environmental Policy, Objectives and Targets are met.

### **EMP8 Emergency Preparedness - Scope:**

To identify the potential for accidents, emergency situations and to enable the Company to respond to the situation and prevent or reduce environmental impact.

## OTHER INFORMATION...

Gresham Office Furniture is accredited to BS EN ISO 14001. We are a large manufacturer of Office Furniture and our manual covering environmental procedures is a lengthy and detailed document.



**EMP9 Monitoring and Measuring - Scope**

To monitor and measure its environmental performance in relation to the significant impacts that have been identified and to ensure that Environmental Policy and Objectives and Targets are adhered to.

**EMP10 Non-Conformance, Corrective and Preventative Action - Scope**

To enable the Company to monitor the effectiveness of its Environmental Policy, Procedures and Work Instructions and ensure that any problem areas are dealt with quickly and efficiently.

**EMP11 Record Keeping - Scope:**

To create and maintain documentation that will enable the implementation and maintenance of the Environmental Management System.

**EMP12 Environmental Management System Audit - Scope:**

To ensure the Environmental Management System conforms to planned arrangements and has been correctly implemented and maintained.

**EMP13 Management Review - Scope:**

To maintain continual improvement and assess the suitability and effectiveness of its Environmental Management System.

**EMP14 Waste Management**

**Procedure - Scope:**

To ensure the environmental impact of waste produced is reduced in line with the requirements of the Environmental Management System.

**EMP15 Purchasing Procedure - Scope:**

To ensure materials purchased for use in the manufacturing process and goods bought in for onward sale comply with the requirements of the Company's Environmental Policy.

**General:**

The main elements of Gresham Furniture are melamine faced chipboard (MFC) with steel and alloy components. The chipboard is manufactured from wood residues and soft and hardwood thinning from sustainable sources. The resins and processes used conform to the lowest European Formaldehyde Emissions Standard E1.

**FSC®:**

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TT-COC-001940 FSC®

**Edging:**

Polypropylene edging is used on the board in preference to the less environmentally friendly Polyvinyl Chloride (PVC).

**Waste Reduction and Recycling:**

Product is evaluated at design stage taking environmental aspects into consideration. Material nesting and optimisation software is used ensuring optimal use of board at the machining stage reducing waste.

Waste streams are identified, segregated and recycled, (Polythene, cardboard, white paper, steel, aluminium etc). Board process waste is incinerated and the energy generated is used to heat the facility. Packaging waste is returned from customer premises and re-used or recycled.

**Powder Coating:**

Low cure powders are used reducing oven temperatures and gas usage. Chrome powder coated finishes are available as an alternative to the less environmentally friendly electroplating. Waste powder is cured prior to disposal reducing the risk of a release to atmosphere.

**Steel Components:**

To minimise waste we purchase in cut to size lengths where possible. Where this is not practicable, any waste generated is collected by a local company and recycled.

**Packaging:**

Gresham works closely with packaging manufacturers ensuring maximum protection using minimum material. Certain packaging has been designed to be flat packed after use and re-used on returned.

Seating boxes can be flat packed and re-used several times. Foam edge protection can be re-used internally for the protection of painted frames when being moved to assembly departments.

To reduce packaging materials going to landfill, returned packaging that cannot be re-used is segregated and compacted prior to sending for recycling. Waste material produced during packaging is separated and compacted. All distribution vehicles carry transport blankets that are re-used.

**Energy:**

Energy credentials are taken into consideration prior to plant investment. Latest panel processing machinery have sleep type energy saving modes and use the latest in energy efficient motors. Movement sensitive light sensors fitted in areas of low pedestrian usage such as warehousing. PC power down policy ensuring all computer equipment is turned off prior to leaving at nights and weekends..

**Transport:**

Fuel efficient Euro 6 delivery vehicles are used with an additional tank for Ad blue additive that results in not only meeting stringent emissions targets but comfortably falling under emission limits. A logistics software package is used to plan delivery routes ensuring the most efficient delivery route is calculated between deliveries.



Melamine faced chipboard



Polypropylene edging



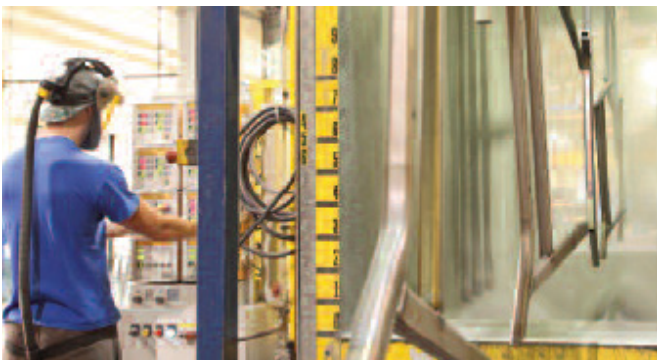
Incineration plant



Recycling Station



Packaging



General Environmental Issues:



Screen construction



Energy:



Steel recycled by local company



Transport



**GRESHAM**

**GRESHAM OFFICE FURNITURE**

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