



our environment



PLANNING TODAY
for a better tomorrow





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Decor Systems Environmental Policy

1. Introduction

1.1 This policy affirms our commitment to responsibility of stewardship of resources, making possible sustained economic development and improved quality of life. Decor Systems is committed to minimization of environmental damage caused by the day to day running of the business and the securing of raw materials, production, packaging and disposal of its product range.

1.2 Decor Systems recognises that corporate environmental performance is a matter of increasing interest to many groups, most importantly our customers our suppliers, and statutory bodies.

2. Responsibility for Environmental Issues within Decor Systems.

2.1 The Managing Director carries overall responsibility for the company's environmental policy. Our management structure is a very flat one with a manager responsible for each department. The responsibility for each department's environmental policy is delegated to its manager. They will make themselves aware of the policy and ensure that the company complies with it in both content and spirit.

2.2 All Decor personnel will be issued with a copy of the company environmental policy, in particular those staff with buying responsibility.

3. Buying

3.1 Decor Systems will only purchase from manufacturers who conform to rigid EU regulations. All suppliers are obliged to conform with environmental standards governing emissions, recyclability, sustainability and energy consumption. This is monitored ongoingly.

3.2 Information provided by suppliers will be treated as strictly confidential. Decor Systems will not discuss individual supplier matters with a third party without the agreement of that particular supplier.

3.3 Decor Systems encourages all its suppliers to have their own environmental policy. This should be backed by evidence to show that efforts are being made to have it positively implemented within their company.

3.4 Decor Systems will make its environmental policy known to all its suppliers.

3.5 As part of performing their buying duties, personnel from Decor Systems will continue to visit supplier companies. At these meetings both our own and suppliers environmental policies will be discussed. Pertinent environmental advice will be given and feedback invited.

3.6 As stated in the introduction, Decor Systems believes that more effective pressure on the supply chain for the constructive implementation of environmental policies can be achieved by working with other member companies within the industry.

4. Manufacturing Processes

4.1 Decor Systems have various manufacturing and value adding operations We will ensure:

4.1.1 That all processes comply with current Environmental Protection Act Regulations.

4.1.2 All required processes are reviewed in order to minimise environmental impact from noise, airborne and waterborne pollution.

4.1.3 That all necessary assessments are carried out.

4.1.4 That the fullest possible utilisation of waste material is obtained. This entails the minimisation of waste via quality control procedures. Where waste residues are produced, Decor Systems believes that certain ways of dealing with them are better than others; so it has produced its own hierarchy.

4.1.4.1 Firstly, if the wood residues cannot be recycled, they must be given away.

4.1.4.2 Secondly, if they cannot be given away, they must be disposed of using a registered waste disposal company.

4.1.4.3 Thirdly, waste sheets to be used as protective packaging for completed orders.

4.1.4.4 Fourthly, all water used in the manufacturing processes is filtered and recycled.

5. Packaging and Stationery

5.1 Decor Systems will eliminate unnecessary packaging and over packaging.

5.2 Decor Systems will require suppliers to specify post-consumer recycled materials for packaging wherever economically feasible.

5.3 Decor Systems will require suppliers to design packaging for recycling wherever economically feasible.

5.4 Decor Systems will assist suppliers in the collection of reusable packaging such as pallets.

5.5 Decor Systems will ensure that stationery, point of sale materials, consumables and all other such purchases consider environmental specifications. These will include

use of recycled post consumer waste, recyclability and waste minimisation.

6. Energy Conservation

- 6.1 Decor Systems will ensure that it promotes energy efficiency in the choice of plant used.
- 6.2 Decor Systems will ensure that its vehicle fleet is configured and operated in a way which minimises fuel usage.

7. Waste Disposal

- 7.1 The hierarchy of 4 preferred methods if dealing with waste wood residues had already been decided in (4.1.4.).
- 7.2 Where items of plant, equipment fixtures or fittings are no longer required they are to be sold off. If this cannot be achieved, then after ensuring they are not hazardous in any way, they should be donated to schools or charities. They are only to be thrown away as a last resort.
- 7.3 Decor Systems strives to avoid accidental spillage of hazardous materials by good operating practices and the installation of appropriate safety measures. If a spill does occur, the appropriate procedure, as advised by the chemical supplier, should be actioned. If feasible, the spilled chemical should be recovered and put back into the holding tank for future use. Where this is impossible, the spillage should be disposed of using a licensed waste disposal firm.
- 7.4 All waste must be removed only via the use of a licensed waste disposal firm.
- 7.5 If it is feasible to separate out waste for recycling this shall be done.

8. Health and Safety

- 8.1 It is Decor Systems' policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, and to provide such information, training, and supervision as is required for this purpose, commensurate with the appropriate Health and Safety legislation. A full copy of Decor Systems OH&S Policy is available upon request.

