

Sustainable Procurement Policy

Policy & Statement

At Ideal Office Ltd. we recognise the environmental, social, and economic responsibilities that arise from our actions, and we therefore follow sustainable procurement principles in our business pursuits. These values include:

- thinking carefully about what to buy.
- buying only what we really need.
- purchasing products and services with high environmental performance.
- considering the social and economic impacts of our purchasing decisions.

To improve our sustainable procurement performance, we work in close collaboration with our suppliers on the following areas:

- Wood and wood-based products:
 - Management of the origin of timber used as per our Sustainable Timber Policy.
 - Reduction of the use of hazardous substances in the production process.
 - Reduction of formaldehyde emissions.
 - Promotion of timber in products due to its renewable nature.
- Metals:
 - Reduction of the amount of metal used in favour of renewable materials.
 - Increasing the recycled content in metal purchased.
 - Designing products to allow easy removal of metal parts to facilitate recycling.
- Plastics:
 - Limitation of harmful additives (e.g., specific stabilisers, plasticisers, or flame retardants) used in plastic production
 - Designing products to allow easy removal of plastic parts to facilitate recycling.
 - Increasing the recycled content in plastic purchased.
- Textiles and leather:
 - Limitation of hazardous substances (e.g., formaldehyde, heavy metals, azo dyes, etc.) in fabric processing and manufacturing.
- Padding materials:
 - Limitation of hazardous substances in foam processing and manufacturing.
 - Durability of the foam to improve life cycle of the product.
- Surface coatings:
 - Limitation of hazardous substances (e.g., heavy metals, certain phthalates, and halogenated organic flame retardants) used in coatings.
 - Restricting the gloss of the product coating.
 - Banning coating of certain metals and their compounds.
- Glues and adhesives:
 - Limit the content of volatile organic compounds in adhesives.
 - Reduction of the content of hazardous additives.

- Packaging:
 - Reduction in the amount of packaging used.
 - Improving packaging recyclability.
 - Improving packaging separability.
 - Increasing the content of recycled material in packaging.

We will ensure that all employees associated with procurement activities are encouraged to act in accordance with this policy and are given appropriate education and training to do so. This policy will be reviewed annually to consider progress made by our supply chain, changes in industry practice and the requirements of our customers.