

Environmental Statement 2008



Introduction

One Planet Living

All businesses, organisations and individuals have an impact on the environment. If everyone lived as we do in the UK it would require three separate earths to provide us with the space and materials we need. Quite simply this is not a sustainable way of life and we need to find new solutions to reduce these impacts. At Logic we accept our responsibilities and our environmental credentials are second to none in the office furniture sector.

The company's Rotherham site holds BMTRADA's ISO 14001 certificate number 001 and was first registered over 10 years ago in March 1995.

The Logic Office Group is dedicated to pursuing an environmentally friendly and socially responsible business policy across all areas of our business from design to purchase of raw materials, manufacturing to distribution and end-of-life product disposal. We have taken steps to identify the major impact of our businesses as consumption of natural resources, energy use, waste and transport and by taking account of these and making the relevant changes to the way we do business, we have reduced our impacts significantly. These achievements have been recognised externally and the company has won various environmental awards.



Environmental Policy

The Group's Environmental Policy is reviewed annually and updated as necessary to take account of changes in this rapidly developing field.

- 1 We are committed to the principle of sustainable development and will work to preserve the quality of life in the communities in which we operate.
- 2 We will maintain an independently registered ISO 14001 Environmental System to prevent pollution and to ensure that this policy is implemented.
- 3 We will comply fully with all relevant environmental legislation, regulations and codes of practice to which we subscribe.
- 4 We will work with the Forest Stewardship Council (FSC) and the World Wide Fund for Nature (WWF) to trace all wood products back to their forest source and will purchase substantial and increasing volumes of independently certified FSC timber.
- 5 We recognize the importance of global warming and will minimize energy consumption within our business and use energy from sustainable sources where possible.
- 6 We will apply life cycle assessment techniques to minimize the environmental impacts of our activities, products and services.
- 7 We will apply the principles of the waste hierarchy (re-design, reduce, re-use, recycle) to reduce the amount of waste produced by our business, including product at the end of its life. Our ultimate goal is Zero Waste.
- 9 We will take actions to minimize the environmental impacts of transport movements associated with our business.
- 10 We will ensure that all employees are aware of the environmental impacts of their activities and provide appropriate training for the tasks assigned to them.
- 11 We will help to protect the wildlife heritage of the United Kingdom.
We will review our environmental performance annually and set objectives and targets each year, which reflect our philosophy of continual improvement.
- 12 We will publish an environmental report each year to inform stakeholders of our performance in meeting environmental objectives and targets.

R J Pelham Managing Director, Logic Office Group plc

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Logic is committed to the following areas:

- Implement and maintain an ISO 14001 Environmental Management System.
- Reduce waste.
- Purchase timber from well-managed forests.
- Reduce impacts due to packaging.
- Control emissions to air
- Reduce impacts to local residents due to noise, dust and odour.
- Charity work.

Key performance data is reported annually to the Furniture Industry Research Association, which also carries out compliance audits on member's sites.

FSC

The Forest Stewardship Council (FSC) exists to promote responsible management of the world's forests and the presence of the FSC Trademark upon a product indicates that the wood used to make it comes from a forestry that adheres to strict environmental, social and economic standards. This means that the forest of origin has been independently inspected and evaluated according to the principles and criteria for forest management agreed and approved by the Forest Stewardship Council.

In order to demonstrate to our customers that Logic's furniture products are made from FSC timber, we decided to implement the FSC Chain of Custody system. As a result, Logic's FSC products are now able to carry FSC labels with the company's unique chain of custody number TTCOC2152.

ISO 14001

Logic Office Group's manufacturing site in Rotherham is registered to the international standard for environmental management systems, ISO 14001. This system provides the mechanism for controlling our environmental impacts and delivering the commitments made in our comprehensive environmental policy. Logic's ISO 14001 system was the first office furniture company to be registered over 10 years ago in 1995, and so we are proud to hold BM TRADA's certificate number 001

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CSR Policy

The Logic Group has a strong tradition of community involvement and social responsibility. For example, our partnership and work with the Furniture Stewardship Council ensures that the social aspects of forest management such as land ownership and the rights of the indigenous people are well-protected.

We also lead the industry in providing product design students with industry placements - in fact, our senior designer is a former intern student.

We work with tutors from both the Product and Furniture Design degree course at Nottingham Trent and Industrial Design degree course at Loughborough University to offer year-long placements for up to two students in their third year of study. During this time our interns work across all of the Logic brands and become fully involved in all aspects of the design process including research and development, manufacture and electronic design.

Other departments at Logic also offer periodical work experience to local students. Our Fulham-based marketing department takes on Marketing degree students from the neighboring University of Greenwich while our planning team offer placements to A-level Art and Design students.

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Health & Safety Policy Statement / SAFEcontractor

HEALTH & SAFETY

We at Logic Office Contracts implement a strict Safe Management Policy, which ensures that:

- All necessary Statutory Requirements are compiled.
- Safety requirements, which include all Codes of Practice, are closely adhered to and monitored.
- Fire Strategy Plans are implemented.
- Best Industry practises are observed.
- Method Statements, Risk Assessments and COSHH data sheets are produced.
- All operatives involved with Logic Office Contracts are given Safety Inductions.
- Permit-to-work procedures are adopted.
- A safe working environment is considered essential at all times.
- Logic Office Contracts are members of the SAFEcontractor's scheme.
- Safe Contractor Certificate

SAFE CONTRACTOR CERTIFICATE

Logic Office Group has achieved SAFEcontractor certification status, which has been reached following an assessment of Logic's Health and Safety documentation and compared against the SAFEcontractor Charter Standards. The SAFEcontractor certificate has been awarded for the following services:

- Ceilings & Partitions
- Flooring & Carpeting
- Furniture
- Painting & Decorating
- Ability to Sub-Contract works
- Interior Refurbishment

Logic Office Group Certification number: N00055509

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Certificates



BS EN ISO 9001:2000
QUALITY MANAGEMENT SYSTEM
CERTIFICATE NO. FM 14732



In 2006 our seating partner, Boss-Komac, became registered as a carbon neutral company and consequently we are now able to offer clients seating where carbon emissions generated during the manufacturing process have been reduced or offset.

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Suppliers Credentials



Our supplier of fabrics, Camira have their own sustainable manufacturing and environmental policies.



Desking Standards

BRITISH, EUROPEAN AND INTERNATIONAL STANDARDS - DESKING

Staverton office furniture is designed to conform to the following standards:

BS 3044:1990.....Guide to Ergonomics Principles in the Design and Selection of Office Furniture

BS EN 527.....Office Furniture - Work tables and desks
Part 1:2000 - Dimensions (supersedes BS 5940 Part 1:1980)
Part 2:2002 - Mechanical safety requirements
Part 3:2003 - Methods of test for the determination of the stability
and the mechanical strength of the structure
(supersedes BS 5459 Part 1:1977)

BS 4875:2001.....Part 5 - Stability, strength and durability of office furniture

BS EN ISO 9001.....2000 Quality management systems. Requirements

BS 5852.....Methods of Test for Assessment of the Ignitability of Upholstered Seating by
Smouldering and Flaming Ignition Sources

FIRA 6250.....Domestic and Contract Furniture Surface Finish
Part 3 - Specification for performance requirements for cabinet furniture

BS 6396:2002.....Electrical systems in office furniture and office screens. Specification

BS 7176.....Resistance to Ignition of Upholstered Furniture

BS EN ISO 9241.....Part 5:1999 Ergonomics of Design and Use of VDTs in offices

BS 7449.....Inclusion of Glass in the Construction of Furniture other than Tables or Trolleys,
including Cabinets etc.

Environmental Objectives

Ref	Objective	Res	Date
1.1	To maintain Logic Office Group's commitment to the Furniture Industry Sustainability Programme.	TB	30-09-08
1.2	To support local and furniture industry initiatives that preserve the quality of life in the communities in which we operate.	TB	31-12-08
2.1	To maintain and develop our ISO 14001 Environmental System.	TB	31-03-08
3.1	To achieve 100% conformance with all applicable environmental legislation, regulations and codes of practice in 2008.	All	31-12-08
4.1	To maintain Logic Office Group's FSC Chain of Custody System.	TB/TW	31-12-08
5.1	To minimise energy consumption.	AW	31-12-08
6.1	To identify materials and methods for reducing environmental impacts over the life cycle of our products	AC	31-12-08
7.1	To minimise waste disposal to landfill by reducing waste and separate materials for re-use/recycling.	AW	31-12-08
8.1	To minimise the environmental impacts of transport movements.	All	31-12-08
9.1	To make employees aware of Logic's environmental impacts.	TB	31-12-08
11.1	To set targets for action, for the environmental aspects of our activities, products and services that result in significant environmental impacts.	TB	31-01-08
12.1	To supply data for the Furniture Industry Sustainability Programme.	TB	30-10-08

SUSTAINABLE PROCUREMENT

Logic evaluates its suppliers on their ability to meet our demanding quality, service, environmental and price criteria. As far as environmental considerations are concerned there are different criteria for different materials, for example:

- Melamine faced chipboard from Kronospan UK is covered by their FSC chain of custody (TT-COC-1913)
- Waste disposal and recycling contractors are covered by Environmental Agency carrier licences
- Suppliers of steel storage are required to produce details of the weight of packaging supplied with their products to ensure compliance with the Packaging Regulations
- Upholstery fabric is offered in pure new wool and is not only from a sustainable source, but is also compostable at the end of its life

Environmental Training

Environmental training is carried out across the company as part of our ISO 14001 commitments, examples include:

- Changes in environmental legislation
- Product design for minimal environmental impact
- Environmental auditing
- Timber traceability

Transport / Delivery and Installation

Actions taken to reduce 'furniture miles'

- Furniture is assembled on site to reduce volumes transported
- Deliveries are planned by area
- Direct deliveries of product for larger orders
- Logic is able to synchronise the removal of old furniture with the delivery of new furniture to avoid the use of empty vehicles
- Packaging is removed from site for recycling

Integrated Environmental Procedures

The Company operates an integrated computerised Quality and Environmental control system (Q-Pulse).

The aim is to centralise the reporting of any non-conformance so that the Company can highlight the issue and ensure that combative action is taken.

All employees are encouraged to report non-conformances either internal or external.

REDUCING ENVIRONMENTAL IMPACT DURING MANUFACTURE

Materials are bought in at the optimum size to minimize waste during the manufacturing process.

Raw Materials:

- Use of screen/chair fabrics made from recycled material
- Use of FSC certified MFC
- Use of water based glues
- Use of solvent free epoxy-polyester paint for metalwork

Waste Reduction

- Cutting patterns for MFC, steel and aluminium are optimised on CNC machines to minimize waste
- Purchased board sizes chosen to fit size and shapes of desktops
- Off-cuts are issued for unseen carcass components

It is quite easy to separate the major components of Logic's office furniture into its basic material types for recycling, for example:

- Steel
- Aluminium
- Cardboard
- MFC (wood)

Logic's Environmental Policy contains a commitment to reduce the environmental impacts throughout the product life cycle. Logic is already designing and manufacturing products which are made from sustainable and recycled materials, and can be used several times before themselves being separated for recycling at the end of their life.

End-of-Life Furniture

Logic furniture is designed for ease of reconfiguration. This allows the furniture to be reconfigured to reflect a client's changing operational requirements, without the need to buy new furniture on each occasion.

If end-of-life furniture can be re-used by other organisations, it is collected and passed on to agencies such as second hand furniture dealers.

2007 ISO 14001 Management Meeting Minutes

KUDOS ISO14001 MANAGEMENT REVIEW DECEMBER 2007 - Tuesday 18th December 2007

1 Those Present

Tracey Bastow - Administration Supervisor.

Roy Pelham - Managing Director.

Eric Tomlinson - Quality & Environment Manager.

Tony Ward - Production Director

2 External Audits

Mark Finch carried out the annual audit on 13th March 2007. No NCRs were raised on this visit.

MF made the following comments on his report:

'Environmental System has been re-written to bring it into line with Logic Group Systems.

Some re-issuing of documents is about to take place. System continues to operate satisfactorily'.

Audit due March 2008 - arrange date with Mark Finch.

Action TB, 31-01-08

3 Internal Audits

ET has carried out 6 audits on the system throughout the year. At the end of the year the priority was to implement the FSC COC System and to assist with re-structuring and implementation of Streamline.

The audit programme has been given to TB for her to produce one for 2008.

Action TB, 15-01-08

4 Legal Compliance

98% (58/59) compliance with relevant legislation in 2007 to date. NCR 2007 0068 - not all Kudos packaging included in submission to Paperpak in 2007.

5 Communications From External Parties

No environmental complaints have been received in 2007 to date.

2007 ISO 14001 Management Meeting Minutes

6 Performance in meeting 2007 Objectives

- 6.1 To review Kudos Designs Environmental Policy in line with commitments made as part of the Furniture Industry Sustainability Programme.
A new policy for Logic Office Group has been approved by RP.
- 6.2 To support local and industry wide initiatives to preserve the quality of life in the communities in which we operate.
- 6.3 To maintain and develop Kudos Design's independently registered ISO 14001 Environmental System.
Done - registration maintained.
- 6.4 To achieve 100% conformance with all applicable environmental legislation, regulations and codes of practice in 2007.
98% - see above.
- 6.5 To identify materials and methods for reducing environmental impacts over the life cycle of our products.
FSC Chain of Custody implemented at Kudos and FSC material now on site.
- 6.6 To minimise waste disposed of to landfill by reducing waste and separate materials for re-use/recycling.
One Stop Waste used to recycle archived office waste paper.
- 6.7 To minimise energy consumption.
No progress.
- 6.8 To minimise the environmental impacts of transport movements.
Employees are encouraged to travel by train between sites.
- 6.9 To make employees aware of Kudos Design's environmental impacts.
Induction training on FSC COC has been carried out for almost all employees on site.
- 6.10 To set targets for action, for the environmental aspects of our activities, products and services which result in significant environmental impacts.
Targets set for 2007. Packaging targets needed for 2008 - not yet set by Government.
- 6.11 To supply data for Furniture Industry Sustainability Programme.
Done - report awaited.

2007 ISO 14001 Management Meeting Minutes

7 Objectives for 2008

Objectives were set for 2008 by ET after the meeting - attached.

8 FSC Chain of Custody

The Logic FSC Chain of Custody System (TT-COC-2152) has effectively been transferred to the Kudos factory and a certificate received. The audit was carried out by Mark Finch on 13th November 2007. MF raised two minor NCRs as follows:

2007 0260 - Company procedures do not state responsibility for checking supplier invoices against paperwork and purchase orders.

The FSC Chain of Custody Procedure COCP 20, was updated by ET - Revision 34, 14-11-07. The Administration Supervisor is responsible for checking FSC details on invoices.

2007 0261 - Kudos FSC volume report of materials sold on a monthly basis could not be produced on the day of the assessment. Company to confirm that it has the facility to produce such a report.

Discussed with IT Manager on day of meeting. FSC flag already exists within Streamline.

Action MC, 31-03-08

9 Status of NCRs

2/8 NCRs raised during 2007 are still open:

- 2007 0068 Not all Kudos packaging included in submissions to Paperpak for 2007.
- 2007 0273 Twigs growing out of guttering.

10 Carbon Neutral

There was some discussion about this. Boss-Komac have become carbon-neutral by calculating and offsetting emission from their manufacturing process. Orangebox have carried out calculations which show most of the emissions are produced during manufacture of their raw materials particularly aluminium. Camira offer customers the choice of paying extra (relatively cheap) on some products for carbon offsetting.

FIRA are believed to be working on a cost effective scheme for the industry.

Eric Tomlinson, Quality & Environment Manager

Going Forward

We believe that helping to protect the environment shouldn't be a static process but an ongoing one.

To this end we are currently developing partnerships with several environmental consultancies in order to enable us to help our clients manage the disposal of their end-of-life office furniture in a responsible manner. Once a product reaches the end of its client usability, we will be able to remove the products from the client's office, audit them and then work with one of our consultancy partners to transfer them to any one of a number of local, national or international charities and/or educational organisations for continued long-term use.

As well as providing our clients with an ethical solution to their waste management problems, this system also allows Logic products to become truly reusable. We are currently also in consultation with carbon offsetting organisations to enable us to become a carbon neutral company by 2009.