

Environmental Policy

Zenith Interiors specialise in:

- Design, manufacture and distribution of high quality commercial workstations, seating, storage and loose furniture;
- Project management of commercial furniture interiors installation into fit-out projects.

We recognise that environmental conservation is one of the important issues the community faces. Top level management will take responsibility and lead the way in integrating the environmental management system and commits to minimising pollution, ensuring efficient usage of energy, water and materials in every aspect of design, production, installation, packaging and transport of our products and services. This will contribute towards a sustainable future by adequately resourcing its processes for maximum efficiency.

Our objective is to focus on opportunities, which minimise impact to the environment and reduce waste and the use of utilities. To achieve these objectives we will:

- maintain an Environmental Management System as per ISO 14001;
- comply to the applicable laws, regulations and apply standards that minimise any adverse impact to the environment;
- regularly review to ensure the site Environmental Management Plan is effective;
- regularly review emergency response planning in conjunction with the safety system;
- ensure improvement initiatives are established to conserve resources, minimise waste and improve processes to protect the environment;
- ensure risks assessments are carried out for activities and/or processes so the impact to the environment is minimised;
- ensure hazard analysis are carried out and ensure the necessary plans are effective to prevent accidents and failures of our processes;
- where applicable, communicate with the community, customers and suppliers and provide training to relevant personnel on environmental issues and their individual responsibilities;
- ensure that employees and suppliers of goods and services are informed about this policy and are aware of their environmental responsibilities;

For project activities, top level management will interact closely with the HSEQ Manager, HSEQ Coordinator and Project Managers to carry out the following, in addition to the above:

- assess its operations and activities to identify environmental risks and allocate resources to minimise its impact;
- establish an Environmental Management Plan, in liaison with our Customers and subcontractors as applicable, setting out the responsibilities and processes to implement the environmental requirements under the contract;
- ensure the site work practices comply with the project environmental system and any contractual obligations;
- monitor the performance of processes and activities to ensure the environmental obligations are being adhered to.

The management will regularly review the environmental processes and performance, and identify and implement any need for corrective and preventive action and for continuous improvement.



Greg McDonell

Group Managing Director

Date: 24/01/2022

Next Review: 01/07/2023

Design for Modularity

Reducing Premature Obsolescence and Extending Product Life Span

Design for Modularity (DfM) is an important product strategy used by Zenith Interiors Pty Ltd with a view to reducing premature obsolescence. DfM seeks to address functional and environmental objectives in a practical and user-friendly way. DfM is a specific design objective within Zenith Interiors overall approach to Design for Sustainability and eco-innovation.

Modularity, adjustability and reconfigurability are design objectives and product features which directly and indirectly help to extend the product life spans of our furniture. By reducing the risk of premature obsolescence, this contributes to lower churn rates and also a lower rate of furniture disposal which can result in solid waste generation.

Our aim is to design furniture so that modularity, adjustability and reconfigurability can bring functional benefits to end-users and facility managers, as well as the environmental benefits associated with reduced end-of-life waste. Zenith Interiors workstations demonstrate how DfM can be embedded at a practical level.

Desk frames, clamp-on screens and shelves, as well as cable support baskets are all modular and can be easily reconfigured and/or updated by end-users without the use of specialist tools or trades.

The minimal number of components in Zenith Interiors furniture also contributes to a high level of cross-product standardisation and easier reconfiguration, reuse and/or redeployment during a product's first life as well as updating for a second and third life.

We have also aimed to simplify assemblies, eliminate potential weak points and design for misuse and use so that when required specific components can be easily replaced and/or updated because of the targeted approach to modularity. This necessarily integrates with specific Design for Disassembly (DfD) features adopted by Zenith Interiors, and provides end-users with environmental, operational and economic benefits.

In summary Zenith Interiors is committed to DfM as an ongoing strategy that can reduce premature obsolescence and extend product life spans in a practical and cost-effective manner. By designing our furniture as a series of easily accessible 'blocks' or modules, we are creating a product system that reflects a sensible and progressive approach to materials efficiency, durability and overall end-user value.

As part of our ongoing environmental improvement activities, Zenith Interiors is also systematically requiring all external suppliers to address modularity objectives. This will deliver a consistent range of environmentally enhanced furniture products, which meet specific

requirements through the Green Building Council of Australia's Green Star Office Interiors rating tool.

Zenith Interiors will continue to refine and implement DfM features in its products as new research, methods and systems are identified and evaluated.

This official company statement on Design for Modularity is supported by product-specific diagrams highlighting DfM features and aspects. These diagrams are available on request.



Greg McDonnell

Group Managing Director

Date: 24/01/2022

Next Review: 01/07/2024

Design for Disassembly

Enabling Furniture Reconfiguration, Reuse and Materials Recycling

Design for Disassembly (DfD) at Zenith Interiors Pty Ltd serves multiple objectives and sits within the broader company goal aimed at achieving furniture sustainability.

The critical objective of how we apply DfD is to enable and facilitate higher levels of materials efficiency, waste avoidance and resource recovery.

Our DfD strategy and methods operate within the Waste Minimisation Hierarchy and applied at a practical level wherever relevant along the furniture life cycle. Zenith Interiors utilises DfD features so that the end-use benefits and environmental outcomes are meaningful and practical.

DfD features in Zenith Interiors furniture products are embedded with a view to maximising ease of reconfiguration and refurbishment, as well as ease of dismantling for straightforward component reuse and materials recovery/recycling. Our DfD features include:

- Identification of major plastic types according to relevant ISO standards for plastics to enable easier sorting, segregation and recycling.
- Use of fixing and fastening methods that do not require specialised tools or trades.
- Avoidance of co-moulding, bonding and/or fixing of different materials that may contaminate recycling processes.
- Use of standardised screws and other fixing and fastening methods that enables straightforward dismantling by non-specialised tools or trades.

Our approach to embedding DfD features is part of a connected sustainability framework at Zenith Interiors. Wherever relevant and technically feasible we consider the direct and indirect benefits of how DfD relates to end-of-life take-back as well as Design for Modularity.

Most importantly we recognise the direct connection between DfD and the critical importance of Zenith Interior's Product Stewardship program. The DfD features in our furniture products are designed to be exploited through our product life cycle management services and our overall commitment to Extended Producer Responsibility.

As part of our ongoing environmental improvement activities, Zenith Interiors is also systematically requiring all external suppliers to address DfD and recyclability objectives. This will deliver a consistent range of environmentally enhanced furniture products, which meet specific requirements through the Green Building Council of Australia's Green Star Office Interiors rating tool.

Zenith Interiors will continue to refine and implement Design for Sustainability features in its products as new research, methods and systems are identified and evaluated.

This official company statement on Design for Disassembly is supported by product-specific diagrams highlighting DfD features and aspects. These diagrams are available on request.



Greg McDonnell

Group Managing Director

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ZENITH		Record of Environmental Aspects & Impacts																
Activity, Products & Services	Aspects	Impacts (Actual & Potential)	Initial Risk = Quantity + Frequency + Controls (nil in place)					Consequence	Significance	Controls & Operational Procedures	Residual Risk = Quantity + Frequency + Control					Consequence	Significance	Regulations : legal & other
			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Powdercoating: Spraying	Release of particulate matter in air emissions	Pollution : changes to air quality	3	2	3	3	8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	2	1	5	2	30	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	1	1	4	1	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land &/or water	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	2	2	6	2	36	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation & emission of greenhouse gases	Global warming & climate change	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	2	6	2	24	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of waste : sludge (Scrubber water & treated lime water)	Pollution : changes to air quality	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	2	5	1	10	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land &/or water	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	3	1	1	2	4	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Resources expended in collection & disposal: Increased need for landfill	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	2	2	6	2	36	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Depletion of natural resources	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	1	2	5	2	10	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

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Powdercoating: Operation of unit	Generation & emission of greenhouse gases	Pollution : changes to air quality	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	1	4	1	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Global warming & climate change	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	1	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	1	2	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of noise	Pollution : noise disturbance to local area	1	1	3	3	7	1	7	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of heat	Pollution : changes to air quality	1	1	3	3	7	1	7	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Powdercoating: Drying oven	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	2	3	3	3	9	3	54	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	2	6	3	36	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of heat	Pollution : changes to air quality	3	3	3	3	9	2	54	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	2	1	5	2	30	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of noise	Pollution : noise disturbance to local area	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	2	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

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			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Powdercoating: Filtering & dust collection	Consumption of water	Depletion of natural resources	2	2	3	3	8	3	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	3	18	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	3	3	3	3	9	3	54	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	2	6	2	24	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
	Generation of waste: solid / prescribed	Respiratory &/or skin impact		3	3	3	3	9	3	54	Waste Mgt Plan, Various SOP's & Maint. Plans	3	1	1	1	3	3	27	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : changes to air quality		3	3	3	3	9	3	54	Waste Mgt Plan, Various SOP's & Maint. Plans	3	1	1	1	3	3	27	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land &/or water		3	2	3	3	8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	1	1	4	3	36	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Depletion of natural resources:		2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	2	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Release of particulate matter in air emissions	Respiratory &/or skin impact		3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	3	1	1	1	3	3	27	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land &/or water		3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	3	1	1	1	3	3	27	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

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			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Pre-treatment of aluminium	Consumption of water	Depletion of natural resources	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	1	5	1	5	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of heat	Pollution : changes to air quality	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	5	1	10	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Release/contamination: emissions of liquid hazardous substances (Scrubber water & treated lime water)	Pollution : discharge to land/ water	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	2	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	2	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Cutting Aluminium	Generation of waste: recyclable & solid	Resources expended in collection & disposal: Increased need for landfill	2	3	2	3	8	3	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	1	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of noise	Pollution : noise disturbance to local area	3	3	3	3	9	2	54	Waste Mgt Plan, Various SOP's & Maint. Plans	2	3	3	1	7	2	28	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

EM02F2 – Environmental Aspects & Impacts Record

Reviewed 01/07/23

DENOTES POSITIVE IMPACT

QUANTITY + FREQUENCY + CONTROL = RISK

TWC : Trade Waste Consent

HAZARD X RISK X CONSEQUENCE = SIGNIFICANCE

N.B: INITIAL RISK SCORE > 90 DENOTES SIGNIFICANT ASPECT REQUIRING IMMEDIATE ACTION

ZENITH		Record of Environmental Aspects & Impacts																
Activity, Products & Services	Aspects	Impacts (Actual & Potential)	Initial Risk = Quantity + Frequency + Controls (nil in place)					Consequence	Significance	Controls & Operational Procedures	Residual Risk = Quantity + Frequency + Control					Consequence	Significance	Regulations : legal & other
			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Panels/fabric: purchase & storage of adhesives	Delivery & storage of adhesives	Pollution : discharge to land &/or water	3	3	3	3	9	2	54	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	1	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : changes to air quality	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	1	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Resources expended in collection & disposal: Increased need for landfill	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	1	2	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Release of chemicals: Decanting drums & spray pots	Pollution : changes to air quality	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land &/or water	3	2	3	3	8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation & emission of greenhouse gases	Pollution : changes to air quality	3	1	2	3	6	2	36	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Global warming & climate change	2	1	2	3	6	2	24	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

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			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Panels/fabric: application of adhesives	Release of particulate matter or fumes in air emissions	Pollution : changes to air quality	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	1	4	1	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	1	4	1	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : odour/disturbance to local area	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	1	4	1	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	2	2	2	3	7	2	28	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation & emission of greenhouse gases	Global warming & climate change	1	2	2	3	7	2	14	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	2	4	2	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Management of wall sheets, filters & excess fabric	Generation of waste : solid / prescribed	Depletion of natural resources	2	3	3	3	9	2	36	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land &/or water	2	2	3	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	2	2	3	3	8	3	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Resources expended in collection & disposal: Increased need for landfill	2	2	3	3	8	3	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	2	24	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Office consum ables :	Generation of waste: solid / non-recyclable photocopying & general printing recyclable cardboard packaging:	Resources expended in collection & disposal: Increased need for landfill	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	1	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

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		Depletion of natural resources:	3	2	3	3	8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	3	1	6	1	18	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	2	3	3	3	9	2	36	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
	Generation & emission of greenhouse gases	Global warming & climate change	2	3	3	3	9	3	54	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	2	24	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
Office: canteen facilities	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	2	3	3	3	9	2	36	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
	Generation of waste: recyclable non-recyclable & co-mingled	Depletion of natural resources	2	3	3	3	9	2	36	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	3	1	6	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
		Resources expended in collection & disposal: Increased need for landfill	3	3	3	3	9	2	54	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	3	1	6	2	36	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
Office: air travel	Generation & emission of greenhouse gases	Global warming & climate change	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	2	1	5	2	30	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	
Office: Cleaning	Release of cleaning chemicals	Pollution : changes to air quality	3	3	3	3		9	3	54	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	1	1	4	1	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land &/or water	3	3	3	3		9	3	54	Waste Mgt Plan, Various SOP's & Maint. Plans	3	2	2	1	5	1	15	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of waste	Resources expended in collection & disposal: Increased need for landfill	2	3	3	3		9	2	36	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	2	1	4	2	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

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N.B: INITIAL RISK SCORE > 90 DENOTES SIGNIFICANT ASPECT REQUIRING IMMEDIATE ACTION

ZENITH		Record of Environmental Aspects & Impacts																
Activity, Products & Services	Aspects	Impacts (Actual & Potential)	Initial Risk = Quantity + Frequency + Controls (nil in place)					Consequence	Significance	Controls & Operational Procedures	Residual Risk = Quantity + Frequency + Control					Consequence	Significance	Regulations : legal & other
			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Fire / Spill Emergency	Consumption of water	Pollution : discharge to land &/or water	3	3	2	3		8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	2	4	2	8	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Emissions to air	Pollution : changes to air quality	3	3	2	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	3	2	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Release of water/chemicals to groundwater & soil	Depletion of natural resources	3	3	2	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : visual disturbance of local area	2	3	2	3		8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of waste: solid / prescribed	Resources expended in collection & disposal: Increased need for landfill	3	3	2	3		8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Chemical handling & use	Release/contamination: emissions of hazardous substances	Pollution : discharge to land/ water	3	2	3	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Release of particulate matter or fumes in air emissions	Pollution : changes to air quality	3	2	3	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of waste: solid / prescribed	Depletion of natural resources	2	2	3	3		8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Resources expended in collection & disposal: Increased need for landfill	3	2	3	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	2	6	2	24	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

ZENITH		Record of Environmental Aspects & Impacts																
Activity, Products & Services	Aspects	Impacts (Actual & Potential)	Initial Risk = Quantity + Frequency + Controls (nil in place)					Consequence	Significance	Controls & Operational Procedures	Residual Risk = Quantity + Frequency + Control					Consequence	Significance	Regulations : legal & other
			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

	Storage/protection: multiple handling of wastes	Inadequate handling of materials can lead to increased noise, dust and vibration from transport. This may lead to loss/damage to goods & increased volumes of materials going to landfill	3	2	3	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Welding	Generation of noise	Pollution : noise disturbance to local area	3	2	2	3		7	2	42	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	2	3	6	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	3	2	3	3		8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	1	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Assembly	Generation of waste: solid / prescribed	Pollution : discharge to land &/or water	3	2	3	3		8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Resources expended in collection & disposal: Increased need for landfill	3	3	2	3		8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

EM02F2 – Environmental Aspects & Impacts Record

Reviewed 01/07/23

DENOTES POSITIVE IMPACT

QUANTITY + FREQUENCY + CONTROL = RISK

TWC : Trade Waste Consent

HAZARD X RISK X CONSEQUENCE = SIGNIFICANCE

N.B: INITIAL RISK SCORE > 90 DENOTES SIGNIFICANT ASPECT REQUIRING IMMEDIATE ACTION

ZENITH		Record of Environmental Aspects & Impacts																
Activity, Products & Services	Aspects	Impacts (Actual & Potential)	Initial Risk = Quantity + Frequency + Controls (nil in place)					Consequence	Significance	Controls & Operational Procedures	Residual Risk = Quantity + Frequency + Control					Consequence	Significance	Regulations : legal & other
			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

R&D: Supplier Selection	Generation of waste: solid / prescribed	Resources expended in collection & disposal: Increased need for landfill	3	2	2	3	7	3	63	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	1	2	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Product Re-use (stage of life)	Resources expended in collection & disposal: Increased need for landfill	3	2	2	3	7	3	63	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Manufacturing Processes	Depletion of natural resources: use of non-renewable fossil fuels	3	2	2	3	7	3	63	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Service life	Resources expended in collection & disposal: Increased need for landfill	3	2	2	3	7	3	63	EMP07 P Material Minimisation	2	1	1	2	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Material Selection	Respiratory &/or skin impact		3	2	2	3	7	3	63	Waste Mgt Plan, Various SOP's & Maint. Plans EMP07 P Material Minimisation	2	2	1	2	5	2	20
Depletion of natural resources: use of non-renewable fossil fuels			3	2	2	3	7	3	63	EMP07 P Material Minimisation	2	2	1	1	4	2	16	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

ZENITH		Record of Environmental Aspects & Impacts																
Activity, Products & Services	Aspects	Impacts (Actual & Potential)	Initial Risk = Quantity + Frequency + Controls (nil in place)					Consequence	Significance	Controls & Operational Procedures	Residual Risk = Quantity + Frequency + Control					Consequence	Significance	Regulations : legal & other
			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Maintenance & servicing of plant & equipment	Consumption of water	Pollution : discharge to land &/or water	2	3	2	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Emissions to air	Pollution : changes to air quality	3	3	2	3	8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	3	2	3	8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of waste: solid / prescribed	Resources expended in collection & disposal: Increased need for landfill	3	3	3	3	9	2	54	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Consumption of energy	Depletion of natural resources: use of non-renewable fossil fuels	3	3	3	3	9	2	54	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	1	6	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation & emission of greenhouse gases	Global warming & climate change	3	3	2	3	8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Release of water/chemicals to groundwater & soil	Depletion of natural resources	2	3	2	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Pollution : visual disturbance of local area		2	3	2	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012	

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			Hazard	Quantity	Frequency	Control	Overall risk				Hazard	Quantity	Frequency	Control	Overall risk			

Painting	Release/contamination: emissions of hazardous or waste substances	Pollution : changes to air quality	3	3	2	3	8	2	48	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Pollution : discharge to land/ water	2	3	2	3	8	2	32	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

Joinery	Release of water/chemicals to groundwater & soil	Depletion of natural resources	2	2	3	3	8	3	48	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	2	4	1	4	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	2	3	3	8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	2	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of noise	Pollution: noise disturbance to neighbours	3	2	3	3	8	3	72	Waste Mgt Plan, Various SOP's & Maint. Plans	1	1	1	1	3	1	3	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
	Generation of waste : Solid/prescribed VOCs in air emissions	Pollution : changes to air quality	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	2	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Respiratory &/or skin impact	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	1	1	3	2	12	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Resources expended in collection & disposal Increased landfill requirements	2	2	3	3	8	3	48	Waste Mgt Plan, Various SOP's & Maint. Plans	2	1	2	2	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
Dust Extractor	Generation of waste: release of fumes & dust	Pollution : changes to air quality	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	1	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

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		Respiratory &/or skin impact	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	1	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012
		Resources expended in collection & disposal Increased landfill requirements	3	3	3	3	9	3	81	Waste Mgt Plan, Various SOP's & Maint. Plans	2	2	2	1	5	2	20	EPA Act 2017, EPA Amendment Act 2018 EP Regulations 2021 DG (Storage & Handling) Regs 2012

1.0 PURPOSE

This management program is a facet of the procurement policy and procurement management developed under the EMS. To reduce the materials intensity of products.

2.0 SCOPE

This procedure is applicable to all Formula Interiors, Formula FG, Zenith Interiors, Zenith FG, Zenith Manufacturing, Queensland Glass, Infinite Image, S360 Electrical, S360 Plumbing and Wild Air Business Units unless otherwise stated.

The requirements of this procedure apply to all activities that interact with the Environment.

3.0 DEFINITIONS

Environmental Aspect – means the element of the Company's or Subcontractor's activities, products or services that can interact with the environment.

Environmental Impact – means any change to the environment, whether adverse or beneficial, wholly or partially resulting from the Company's or Subcontractor's activities, products or services.

Risk Assessment – means the process used to determine risk management priorities by evaluating and comparing the level of risk against predetermined criteria.

Environmental Risk Register – means a document that lists all process activities that have an Environmental Aspects, their associated impacts, risks and the controls to be put in place to manage the risks.

Responsible Manager (RM) – means the manager with the responsibility and authority for managing Environment issues, as follows:

- Bid Manager Company Tenders
- Project Manager or nominee Project Sites
- Business General Manager Company Premises

Contract - means the written, legally binding agreement between the Company and its Customer, specifying their respective rights and obligations.

4.0 REFERENCES

1	ISO 9001	Quality Management Systems – Requirements
2	ISO 14001	Environment Management System
3	AS/NZS	Occupational Health & Safety Management
4	HS03P	Hazard Identification and Risk Assessment
4	MN05P	Management Review
5	QM15P	Record Management
6	QM14P	Compliance Requirements
7	QM12P	Monitoring and Measuring
8	HR05P	Learning and Development
.	EMO2P	Environmental Aspects and Impacts

5.0 Procedure

- 5.1 All staff that have a design input are instructed to utilise a materials minimisation philosophy.
- 5.2 All staff, (in particular our design and key production staff) are made aware of the Materials Minimisation Management Program via the Staff Induction Program,

Materials Minimization

EM07P - Rev. B

company meetings, toolbox talk meetings and notice boards, both electronic and hardcopy.

- 5.3 The design and development process is aimed at producing more with less. The objective is to reduce the material intensity of products - thereby minimising the materials consumed to create the product and reducing the demand for raw materials.

Strategies

- 5.4 The Environmental Committee have implemented the following strategies:

- a) Monitoring of product inputs including packaging
- b) Express the waste reduction in relation to output to show how the changing material intensity for provision of furniture.
- c) Light weighting in furniture - design, materials selection and component specification
- d) Packaging minimisation and recycling (document the past development of minimal packaging for the delivery of product to installation site)
- e) Efficient use of materials - relative to standard dimensions supplied
- f) Refine the design for environment guidelines
- g) insert material consumption monitoring into the EMS.

- 5.5 The Environmental Committee under the guidance of the National HSEQ Manager, shall complete the following:

- a) develop a procurement policy to assist in the selection of environmentally preferred products, materials and services.
- b) begin the recording/measuring and of material inputs and reviewing status
- c) express the waste reduction in relation to output.

- 5.6 All materials minimization strategies and programs are measured, reported and reviewed at the 'Committee Meeting' on a 3 monthly interval. Minutes of the meetings are placed on the notice board and copies provided to the Management Team.

6.0 Documentation

The Environment Aspect and Impact Analysis are undertaken and recorded on the same forms as those in HS03P for Health and Safety, and are listed below:

1. MN02F2 Objectives & Targets Register
2. EM02F2 Environmental Aspects & Impacts Record

Sustainability Policy

Zenith Interiors Pty Ltd is a supplier of environmentally preferable commercial furniture products and services. The company is dedicated to the maintenance and protection of the environment in a proactive and affirmative way. This includes our commitment to contributing towards a low carbon economy.

Zenith Interiors seeks to develop and supply products and services that exceed typical environmental performance standards. Implementing environmental best practice to achieve best of class products translates into unmatched levels of furniture sustainability at Zenith Interiors. Design for Sustainability and eco-innovation represent cornerstone strategies at Zenith Interiors.

By complying with all the relevant legislation and regulations, Zenith Interior's aim is to continually improve our work practices and procedures that affect the environment and broader social context. Zenith Interiors actively promotes the efficient consumption of energy, water and materials.

Zenith Interiors understands the connection between environmental quality, social development, cultural relevance and economic prosperity, and our products and services increasingly reflect this knowledge in a practical way that benefits end-users of our furniture.

Zenith Interiors seeks to balance more immediate objectives and activities with the need to also adopt more strategic and ambitious goals. It will also develop and implement specific projects and systems to maximise waste avoidance and resource recovery so that zero waste principles become incrementally embedded in all our activities. The company will also proactively reduce its water consumption through smart technologies and people friendly demand management measures.

In the short to medium term Zenith Interiors will work internally and with its manufacturing partners and suppliers to:

- Reduce the impacts associated with the production of materials, such as the embodied energy of materials, their source (renewable or non-renewable) and the impacts of extraction and harvesting.
- Eliminate and/or Minimise emissions of volatile organic compounds to improve indoor air quality.
- Eliminate and/or Minimise waste at the time of production and at end of life (refer to our factories waste minimisation report).
- Ensure consistency with specific requirements under the Green Building Council of Australia's Green Star Office Interiors rating tool.
- Ensure site staff minimise noise, prevent fumes and smoke, and dispose of waste in a responsible manner.
- Continually improve our products, services and practices wherever possible.
- Review our Sustainability Policy on an annual basis.
- Communicate this policy and educate other stakeholders on the importance of achieving higher levels of furniture sustainability.

The Zenith Interiors Sustainability Policy is a living document that can be reviewed, improved, and enhanced. It is the company's guiding statement on Sustainability. All internal and external feedback is welcome and encouraged.

A handwritten signature in black ink that reads "Greg McDonell". The signature is written in a cursive, flowing style.

Greg McDonell
Group Managing Director

Date: 24/01/2022
Next Review: 01/07/2023