



## **Environmental Policy Statement**

We are a leading supplier of office furniture solutions and customised furniture and associated services –

- Furniture recycling
- Ergonomic assessments and training

Our core 'Value Creation' Services include;

- Expertise in design and supply of office furniture solutions (new & existing)
- Technical development and value-engineering of new ideas and concepts
- Purchasing & consolidation of specialist products

We will identify all current and future processes, materials, products, service and practices that could have an impact on the environment. This, the company considers to be a moral duty and recognition of good business practice

To this end we will investigate and implement, where appropriate, the best available techniques, to reduce the impact on the environment. This extends to include the value engineering of future products and auditing of suppliers involved with the company to minimise environmental aspects in consultation with our customers and supply chain wherever is it viable to do so.

- We shall ensure through training and communication that the workforce and extended business (supply chain) understand our policy and objectives to participate in and adopt as a matter of routine.
- Our environmental targets shall be practical and measurable and shall be reviewed via our Management Review Process.

- To adopt wherever possible sustainable materials, optimise their consumption and use pollution preventing, efficient processes in the design/development/manufacture/packing and distribution of our products.
- To ensure all representatives of RTFI are aware of our environmental targets and aim to contribute to their attainment and actively seek our supply partnerships who have environmental performance standards.
- Ensure materials come from a renewable source such as 'FSC' which is used in our manufacturing processes. Extend the practice to all customers wherever possible.
- Continue work with the Carbon Trust Energy Management consultant to reduce consumption and look at renewable energy.
- Continue to recycle wherever possible to limit the impact on natural resources and reduce land fill requirements
- Introduce water management plans to safeguard ground waters and the rivers. Minimise the production of waste wherever possible and dispose of safely in accordance with national and local guidelines and ensure a continuing reduction in emissions atmosphere.
- Management Commitment is to ensure compliance with existing legislation and via management review be in readiness for any future or anticipated developments within environmental standards.
- Introduce an Environmental Management System which gives an infrastructure for implementation, attainment and improvement.
- Ensure Continual Improvement by training, communication and constant review of performance and objectives, ensure we are ever moving forward and are at the leading edge on environmental issues in our market place.

RTFI was founded in 2008 and is based in Wokingham Berkshire

Richard Thomas  
Director

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