

Subject:	Environmental Policy	Issue Date:	20 th July 2006
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1.0 Applicability

This Policy applies to all employees, management, consultants and directors involved with the Urban Office Pty Ltd, Urban Fitout Pty Ltd and other associated business entities that have been formed under the “Urban” banner.

2.0 Our policy statement

Urban Office is a supplier of Furniture, Fitout, and Space Planning services to businesses primarily throughout Queensland and all over Australia.

Accordingly, our product procurement and site installation activities will be planned and conducted to minimise and where possible avoid adverse effects on the natural environment and social surroundings for the benefit of current and future generations.

3.0 Our environmental objectives

In implementing this policy we will:

- ensure that environmental considerations form part of our business planning and decision-making processes
- promote a culture of responsible environmental management
- protect the natural environment and social surroundings, preserve biodiversity, prevent pollution and minimise waste
- comply with applicable environmental laws and aspire to higher standards within the business
- continually improve our environmental performance
- communicate openly and transparently with stakeholders on environmental matters
- engage the community in environmental initiatives aligned with our business values

3.1 Product Development Objectives

In our product sourcing and development activities we will:

- Encourage the use of non-toxic products including base elements, glues, fabrics and foams.
- Provide environmentally sustainable alternatives wherever possible for our customers in all product categories.
- Assess all available products for their sustainable content and potential for recycling.
- Work with our suppliers and manufacturers to ensure that there is a “closed-loop” path for the recycling of products supplied by them.

4.0 Our environmental responsibilities

Environmental leadership and adherence to the Urban Office Policy is the responsibility of all employees and its contractors, suppliers and manufacturers. The General Manager and Team Leaders are accountable to the Directors for the development and implementation of this Policy.

Jim Hardy

General Manager

Our Environmental Strategy supports the achievement of the objectives outlined in this Policy.

5.0 Review

It is recommended that this Policy be reviewed annually to ensure that all aspects of Authority, Approvals and references to Roles remain accurate.

Next Review Date: 01 September 2007