

## Optima Environmental Policy

*Optima is a specialist manufacturer, distributor and installer of office partitioning systems and associated products.*

*Our Environmental Management System applies to the activities of Optima Products Ltd and Optima Contracting Ltd in the United Kingdom and encompasses manufacturing operations at our factory premises, installation activities on our construction sites and the operation of our office and factory premises.*

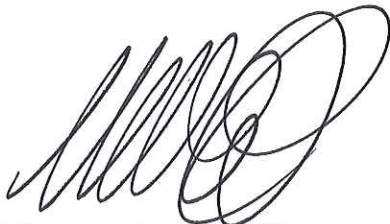
*We endeavour to pursue a strategy that not only considers our own activities but also takes into account how these can affect and be affected by connected third parties.*

*We ensure that our business activities comply with all relevant environmental legislation and strive to comply with relevant Environmental Assessment Methods.*

*We are committed to the prevention of pollution and to continuous improvement of our environmental performance through the support and involvement of all employees and suppliers. In recognition of this we aim to:*

- *Continually review our waste hierarchy to ensure waste is managed in terms of what is best for the environment. All employees are encouraged, where possible; to reduce the amount of materials waste, re-use products and materials, recycle waste and re-use packaging materials.*
- *Reduce the amount of energy consumed in our offices by efficiently using equipment and operating the 'switch off when not in use' practice.*
- *Reduce gas consumption in our factory through the efficient management and operation of our powder coating plant.*
- *Ensure as much material as possible is sourced from recycled sources and suppliers certified ISO 14001.*
- *Encourage our suppliers to implement an environmental management system.*
- *Comply with the Environmental Assessment Methods relevant to our organisations including: LEED, BREEAM, SKA and WELL.*

*We are committed to continual improvement of our environmental performance and this policy will be reviewed on a yearly basis and communicated to all employees and suppliers and will be published on our website*



*N W Caley – Group Chief Executive*

*Date: 28 October 2017*

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