

workspace

commercial furniture

Make

Space

Work

SUSTAINABILITY REPORT

SYDNEY

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3	Sustainability at Workspace
4	Year at a Glance
4	Message from our CEO
5	Company Profile
6	Quality and Environmental Management Systems
7	EcoVadis
8	Australian Made
8	Australian Owned
9	AFRDI Certification
9	FSC - Chain of Custody
10	Governance, Ethics and Compliance
11	Our People
11	Work, Health and Safety
12	Product Responsibility
13	Product Stewardship Commitment
14	Supply Chain
15	Community Support and CSR
16	Caring for our planet
19	Green Path Recycling
20	Key Contact



Sustainability at Workspace

"We live in the present but we care for the future. when the future becomes present we look even further"

Workspace Commercial Furniture see sustainable development and environmental management as a key priority. We are committed to our community, shareholders, employees, suppliers and customers.

We have made outstanding achievements over the past year, however there are challenges too to ensure Workspace continues to add value to our community (environmental), our company (commercial) and our employees (social).

Our executive leadership team support the sustainability initiatives and measurements outlined in this report.



Year at a glance

Workspace Commercial Furniture is an environmentally friendly designer and manufacturer of commercial furniture with sustainability in mind.

CONSUMPTION CUT

Electricity consumption and GHG emission cut through LED lightening upgrades and the installation of sensor lights in our factory and in our offices.

RECYCLING & REUSING

Reduced waste volume by increasing recycling and reusing of materials.

RECOGNITION

- 32 Years continuous certification to ISO 9001 Quality Management Systems
- 16 Years continuous certification to ISO 14001 Environmental Management Systems
- Certified to FSC – Forest Stewardship Council
- Reconciliation Action Plan implementation (RAP) - Innovate
- Australian Made Certification
- Australian Owned Certification
- FURNTECH Platinum Member
 - Blue and Green Tick products certification
- EcoVadis Corporate Social Responsibility certification

"We try to keep our furniture in the office and out of the landfill"

Message from our CEO

For over 112 years, Workspace has demonstrated it can adapt to our customers' needs and we continue to learn to adapt to our community's needs – especially expectations. The ability to evolve and grow in this regard has strengthened our company over time.

When companies assume responsibility, it's not just employees and customers that benefit – the whole of society is involved. We recognise that opportunities for growth bring real social responsibility challenges. Our Australian way of living and doing work has expectations – Workspace continues to strive to meet expectations.

Along with building our worth as a company, we are giving back to society and doing the right thing by our community.

In 2016 we translated our sustainability awareness into action. Workspace Commercial Furniture achieved 'Bronze Medal' EcoVadis – Corporate Social Responsibility (CSR). From there improvements have been made and we have held 'Silver Medal' status for the last 6 years.

This good result places Workspace among the top 79th percentile performers evaluated by EcoVadis. The achievement underlines the relentless efforts of our teams dedicated to leading our industry forward in Corporate Social Responsibility.

At Workspace, we use EcoVadis as one of the leading external references for continual improvement and we are determined to progress further in the future.

Yours sincerely,

Tom Clark
Chief Executive Officer
Workspace Commercial Furniture



Company Profile

One of Australia's most respected manufacturers; Workspace Commercial Furniture commenced in 1911 and has continued to revolutionise for over 112 years to meet the changing needs of their clients and the market. Workspace is a leader in design and manufacture of commercial, educational, hospitality, health and aged care furniture specialising in project-based solutions.

Workspace has showrooms located in Sydney, Melbourne, Adelaide, Brisbane & Canberra and a 12,500 square metre ISO 9001:2015 & ISO 14001:2015 certified manufacturing facility in South Australia.

With over 150 employees, Workspace has the experience and capability to undertake projects of any size nationally and internationally. Head Office and factory are located in Adelaide, South Australia.

The factory is fully equipped with the latest production equipment including C.N.C. controlled point to point Borers, Beam Saws and Nesting Machine. The factory's layout is designed to handle large volumes of production and we can increase output quickly by operating a second shift.

The factory is made up of Joinery & Cabinet Making, Screening, Melamine & Laminate, Upholstery & Chair Fit-Up, Polish Shop, Machine Shop, Logistics and Research & Development sections.

WORKSPACE...LEADER IN THE DESIGN & MANUFACTURE OF COMMERCIAL FURNITURE

Workspace has invested heavily in a highly modular supply chain software program, which automates and streamlines the overall management of the manufacturing & project delivery processes. In doing this, it supports and automates the logistics process to allow the delivery of large-scale projects around Australia & internationally.

Workspace's software draws all of these processes together to give the project and account manager instant access to information, and offers both senior management & clients transparent oversight at all times. The result is a significant competitive advantage for Workspace against other furniture suppliers throughout Australia, as we have complete control of the manufacturing, supply & delivery process. Thus, Workspace has built up a strong reputation for meeting completion dates.

WORKSPACE. CERTIFIED. EXPERIENCED. CAPABLE.

The company's strength lies in its end to end service. Here, Workspace controls product design and development, planning, local manufacture, right through to dispatch, freight and installation. Workspace works with its clients to achieve an industry leading turnkey service.

Workspace is committed to an environmental and sustainable approach and understands the importance of continuing to improve their environmental impact. Consequently, Workspace endeavors to be an environmentally responsible commercial furniture and interiors supplier and currently have an extensive range of furniture that meets the markets needs for sustainability.





Quality & Environmental Management Systems

Quality Management Systems

Workspace was among the first furniture manufacturers in Australia to be ISO 9001 certified, in October 1991.

We value our customers and strive to provide products and services which meet and even exceed their expectations. We are committed to continual improvement and we focus on:

- Continually working towards improving our manufacturing processes and products so that we meet the requirements of our customers and for the continued profitability of the company.
- Ensure our employees are trained and competent for the work they perform.
- Continually strive to reduce the product return rate or customer complaint rate to zero.
- Strive to deliver on time for all customers.
- Comply with and continually improve the effectiveness of our quality management system in accordance with ISO 9001: 2015.
- Workspace sets achievable Quality Objectives every year.

Environmental Management Systems

Workspace has been certified to ISO 14001 Environmental Management System for 16 years. Our office furniture systems are designed with the environment in mind, using products and procedures that support sustainable manufacturing methods.

Workspace is committed to caring for the environment by reducing our impacts wherever possible. In our work place, we are committed to a continual improvement which starts with monitoring our:

- Waste,
- Water and
- Energy

Workspace sets achievable Environmental Objectives every year.

Integrating with ISO9001:2015 our approach to environmental management further assists us in achieving our goals.

"We don't only work towards positive environment impact, but we try to inspire others to act in the same way!"



EcoVadis

All over the world, companies are faced with Sustainable Development challenges. CSR or Corporate Social Responsibility, is how Businesses integrate Sustainable Development issues into daily business.

For our clients, it means also integrating CSR into their Supply Chain and Procurement process.

As a result, evaluating environmental and social performance, and improving it over the years is becoming of utmost importance for our clients.

Reporting on actions or performance indicators that include Environmental, Fair Business Practices, Labour Practices & Sustainable Procurement – EcoVadis evaluation teams made the following statements:

- Workspace has received a 'Silver Medal' 6 years in a row
- Workspace is among the top 21% performers evaluated by EcoVadis
- Workspace demonstrates an advanced management system on environmental issues
- Workspace is engaged in major CSR topics; therefore, risks are limited.
- Workspace embraces continuous performance improvements on CSR and should be considered for a long-term business relationship.

"Effective CSR practices benefit the community, the environment and businesses alike"



Australian Made

Workspace has been committed to Australian manufacturing since 1911, our continued investments in our inhouse design, planning and manufacturing, coupled with our investments in new design and production technology, Workspace provides the products and services for every commercial environment.

WHY IS AUSTRALIAN MADE IMPORTANT?

These products are bringing jobs and finances back into the local economy and gives our customers confidence in the quality knowing that the product hasn't travelled across the globe before reaching them.

We are passionate about our commitment to the quality of our furniture by keeping manufacturing and production in house, in Australia. Workspace is proud to have been recognised for this achievement across so many of our most popular products.

"We are proud to manufacture our products in Australia and adding wealth and jobs to the economy we operate in"

Australian Owned

100% AUSTRALIAN OWNED

Workspace is not only Australian Made certified but we are also proudly Australian Owned certified. Workspace is one of Australia's most respected manufacturers since 1911 and has continued to revolutionise for over 112 years to meet the changing needs of our clients and the market.

Being Australian owned comes with a certain pride and sense of responsibility to ensure our products and service meets the highest possible standards.

In June 2020, we were awarded the highest 3-star rating by Australian Made and we are excited to join the ever-growing list of businesses.

"Buy local and support Australian Manufacturing"



AFRDI Certification

MANY OF OUR PRODUCTS ARE AFRDI BLUE AND GREEN TICK CERTIFIED

The Blue Tick certifies products which meet certain standards to AFRDI's satisfaction. The assessment of the products is based on the results of performance, function and safety tests, coupled with an evaluation of the quality and finish of a representative sample of product.

Green Tick refers to the ethical sourcing of raw materials, responsible use of water and energy, waste minimization and,

through better furniture design, the efficient use of raw materials – by extending a product's working life and its recyclability.

"Whether our customers want to plan an environmentally sustainable workplace or incorporate eco-friendly furniture, Workspace is qualified to get the job done"

FSC - Chain of Custody

SINCE 2018 WORKSPACE HAS MAINTAINED FSC® CERTIFICATION

FSC certification ensures that product materials come from well-managed sustainable forests that provide environmental, social and economic benefits. Getting a Chain of Custody certificate demonstrates that Workspace cares about sourcing timber or wood-based products from responsibly managed forests.

Over the past few years, environmental awareness has become more and more the focus. The demand for certified products has increased and continues to do so. Many businesses and consumers prefer products from responsibly managed forests.

The FSC certification system provides a connection between the forest and the end user, ensuring that products with the FSC label uphold Principles and Criteria, which bring the highest social and environmental benefits.

"FSC label gives our customers assurance that the timber sourced has not been harvested illegally, in violation of traditional or civil rights"



Governance, Ethics & Compliance

Vision

Workspace Commercial Furniture exists to allow, everyone in every workspace the opportunity to enjoy our products.

Mission

Workspace Commercial Furniture will continue to invest in sustainable and innovative Australian manufacturing to ensure our quality, lead time and price provide our clients with the best value, solutions and choice in the market. We will empower our employees to add value to themselves and our client's experience.

V.O.I.C.E - Value Statement

Through the Value Statement we have identified "VOICE" pillars, each with its own extended statements and they are a true representation of our values and beliefs. Workspace has a formal policy and procedure framework.

Under the Corporations Act and the Trade Practices Act, like all business in Australia, we adhere to our legal and workplace obligations. These include all relevant insurances and business registrations. Workspace is compliant with all National, State and Local Government regulations and reporting requirements.

Workspace has membership with key Chambers of Commerce and Industry Associations.



Our People

Our people are our most important asset and we have continued to invest in the capabilities and capacity of our team. Workspace has a well-established and robust recruitment and selection process. Workspace is also compliant with the National and State Government Pay Awards and minimal wages requirements.

We prohibit discrimination based on race, colour, age, gender, sexual orientation, gender identity and expression, ethnicity, religion, disability, union membership or political affiliation. We have appropriately skilled and qualified staff sufficient to ensure that services are delivered in accordance with these standards and the Company's philosophy and objectives.

In December 2019 Workspace launched our first Reconciliation Action Plan (RAP) - Reflect. Our aim was to develop a RAP that was holistic, positive and would lead towards internal organisational and cultural change. We have built on the foundations of this RAP and the changes we have made, and our Reconciliation Action Plan - Innovate has been endorsed and will be published in early 2023.

We believe and live by the principles of diversity and we are dedicated to making a contribution to closing the gap in employment and business opportunities between Aboriginal and Torres Strait Islander Peoples and other Australians and currently have three 3 permanent Aboriginal employees.

"Our people play a pivotal role in our success and our workplace truly seeks to unlock the full potential of every individual"

Work Health & Safety

Workspace is committed to providing and maintaining a safe and healthy environment for all workers (including contractors and volunteers) as well as clients, visitors and members of the public. Management and staff are actively working to provide an environment and safe systems of work that minimise fire, security and emergency risks. Workspace has implemented actions on hazardous materials, chemicals and waste management. Some examples of actions include: procedures for handling hazardous substances, work processes to facilitate clean disposal, and recycling and reuse of waste.

A HOLISTIC APPROACH

Employee health is not just physical, it is also emotional. Our proactive approach encourages overall wellbeing and provides support when an employee or a family member is ill or having challenges.

Our goal is to provide a safe, healthy and enriching work environment that is free from workplace injury and illness. This will only be achieved through the participation, co-operation and commitment of everyone in the workplace.

"Safety transforms the company and its employees into a team of people with a common goal. It is a win for everybody"



Product Responsibility

Workspace has implemented actions for the mitigation of environmental impacts from product end-of-life.

Workspace products are not hazardous in the event they are disposed improperly, that is, Workspace has a dedicated waste management process and system where our waste is source separated (plastics, timbers, cardboard) and is disposed of in line with government and EPA requirements. South Australia has enforceable legislation in this regard.

For example, when buying and using materials such as engineered wood products (MDF and plywood) with volatile organic compounds (VOC), we ensure it meets content limits, 'ready to use limits' and industry standards.

Workspace also assesses and monitors our suppliers for minimal packaging to ensure we do not have to dispose of excess packaging. Workspace works to ensure that the overall environmental performance of our products, from the choice of raw materials to the manner of disposal, is continually improved without compromising quality.

THE POSITIVE IMPACT OF USING SUSTAINABLE OFFICE FURNITURE

Workspace is an environmentally-friendly designer and manufacturer of office furniture and sustainability is our passion.

We have a Green Path Recycling Program and comprehensive Product Stewardship Policy in place. This means we will accept the return of any of our products to the factory located in Melrose Park, South Australia at the end of its life for recycling. We are able to collect and send for recycling aluminium, steel, plastic, cardboard/paper, timber, sawdust, organic waste, soft plastic, and foam waste.

"We want to motivate the next generation of outstanding designers to create products with sustainability in mind"

Product Stewardship Commitment

Workspace Commercial Furniture recognises its obligation as an Australian manufacturer of commercial furniture to have a policy in place for Product Stewardship.

Product Stewardship is an approach to managing the impacts of different products and materials. Workspace acknowledges that we are involved in producing, selling, using and disposing of products and have a shared responsibility to ensure that those products or materials are managed in a way that reduces their impact, throughout their lifecycle, on the environment and on human health and safety.

Workspace aims to work within the Product Stewardship Act 2011 that provides the framework to effectively manage the environmental, health and safety impacts of products, and in particular those impacts associated with the disposal of products. The framework includes voluntary, co-regulatory and mandatory product stewardship. The passage of the legislation delivers on a key commitment by the Australian Government under the National Waste Policy which was agreed by governments in November 2009 and endorsed by the Council of Australian Governments in October 2010.

Workspace will accept the return of any of our products to the factory located in Melrose Park, South Australia at the end of its life, for disposal or recycling as Workspace sees fit, provided that there is no implied or actual financial cost to Workspace.

If Workspace so chooses, we may dispose of the article(s) to a third party for re-use, with or without refurbishment. If that course is inappropriate or unavailable, we may disassemble the item(s) to the extent possible for recycling and/or ultimate disposal.





Supply Chain

The Workspace Supplier scorecard has main performance categories including Cost, Quality, Delivery, and Innovation and Business Alignment Goals. Based on our strategic goals and objectives, Workspace applies the following weights to the performance categories:

- 25% Quality
- 25% Logistics
- 25% Cost
- 25% Innovation and Motivation

The Workspace approach to supplier relationship management is ensuring that smaller and local businesses are just as important as sourcing products and services from larger businesses (local and national). All products and services are sourced and monitored based on the service and quality goals of the company.

GREENING THE SUPPLY CHAIN - SUSTAINABLE PROCUREMENT POLICY

Workspace ensures our suppliers are aware of our quality and environmental goals and objectives. We allow our suppliers to contribute in this regard. If there is waste wrapping (wood, plastic or cardboard) we also ensure that these items are source separated then provided to our dedicated network of waste management contractors to minimise what is sent to landfill and to maximise what is recycled.

Community Support & CSR

Workspace Commercial Furniture senior managers are strongly committed to Corporate Social Responsibility (CSR) programmes.

Our CSR business practices involve initiatives that benefit our employees, our Customers and the community we work in. Our CSR encompasses a wide variety of areas. We also assess and take responsibility for the Company's effects on environmental and social wellbeing.

Workspace CSR approach includes:

- Environmental efforts
- Philanthropy
- Ethical labour practices
- Volunteering

Workspace CSR initiatives include:

- Improving environmental performance in the community
- Reducing waste water in drains
- Waste management system and recycling
- Cardboard to paper resource recovery company
- Timber and organic material for composting
- Plastics to plastics resource recovery company
- Reducing noise and not operating loud machinery and vehicles before 7:00am
- Pest control as municipal regulations
- Children's Medical Research – cancer – donation
- Sponsoring children
- Scholarship – students (Design Industry Australia) & (University of South Australia)





Caring for our planet

Environmental Actions

Workspace conducts activities which aims to improve our environmental performance throughout the company.

This may include, but not limited to:

- Energy consumption
- Greenhouse Gas emissions
- Waste management & recycling/reusing
- Awareness and training

Energy Consumption

Workspace modernised its factory lighting via an energy productivity program by introducing LED lighting. This, along with the installation of sensor lights has enabled our business to reduce energy costs and also has a beneficial impact on the energy market in the State of South Australia.

TRADITIONAL LIGHTING

Contain Mercury
Uses up to 80% more electricity
Government phasing out old lighting
Replacement is more frequent
Glass lamps have risk of breakage
Can get as hot as 500°C

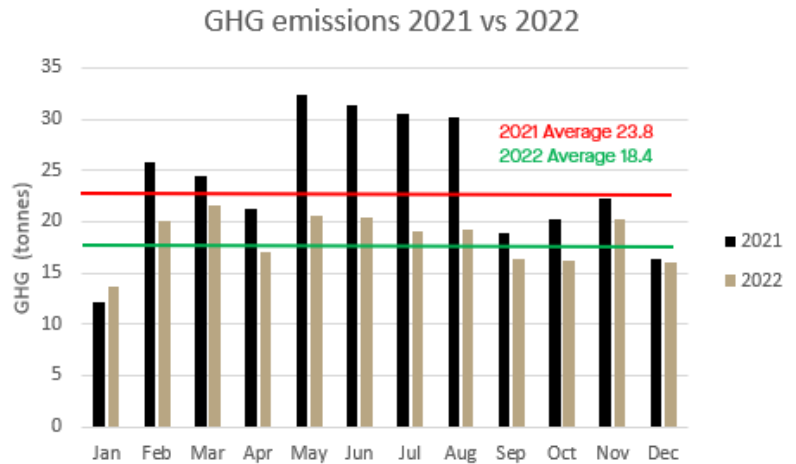
LED LIGHTING

Free of harmful gas
Energy Efficient
Government incentives to switch
Lasts up to 10 times longer
LED lights have no glass
Up to 90% less heat reducing cooling

Far longer useful life - generally more than triple the life of conventional lighting, which effectively cuts production related pollution and resource consumption by over 60%. Better lighting for staff and far less maintenance and replacement. Energy and electricity costs continue to rise in South Australia. Workspace is proactive in researching, planning and developing savings. New LED lights has resulted in significant cost reduction each year, and to date, this equates to over \$97,000.00 in savings along with a significant reduction in our carbon footprint with a reduction in our GHG emissions.

Actions on Climate Change and Our GHG Emissions Monitoring

To improve our environmental performance, we monitor our energy use and GHG emissions and are taking steps to reduce our greatest source of consumption. As we have worked to increase our investment in LED lighting and sensor lights, we are still taking a hard look at the energy we are using to power our operations and their associated GHG emissions. Today, we are celebrating an electricity consumption cut and associated savings, and in the last 12 months a further 22.8% reduction in GHG emissions.



Actions on our Waste Management

Workspace has improved its performance with waste management recycling and reusing. We review current processes and involve our key external waste management service provider to help us deal with new suppliers and merchants.

We source separate our waste streams such as waste to energy, landfill, plastic, timber, sawdust and paper/cardboard, scrap steel which all go to recycling. As an example, our sawdust waste has been made into mulch and compost which has been used as landscaping on our rose garden in the carpark.



Bin Shift Story

In 2019, our waste management improvement started with collaboration with Bin Shift. Recycling is one of the most effective ways that we can help preserve our planet and make sure that it is a healthy and happy place to live.

Workspace is proud to announce that we have met one of our environmental objectives and we improved our Waste Management in the Adelaide office and also in our branches in Melbourne, Canberra, Sydney and Brisbane. Bin Shift creates a workplace recycling system and helped us to pair a beautiful solution with efficiency.

Meeting this environmental objective shows that Workspace supports South Australian small businesses and it is also a great example of our commitment to continual improvement. Workspace believes that protecting the environment is a very important part of our day to day business.

Waste Management

Waste represents a significant management cost to our business; however, it also represents a great opportunity to make a difference to our environmental, commercial and social impact.

Foam waste has been one of our biggest challenges. Sending these to landfill wasn't an option for us anymore. We wanted to do better!

Dunlop Foams Story

We have strengthened our collaboration with Dunlop Foams. We don't only purchase our foam from Dunlop Foams but we also make sure that the foam waste gets collected and will be reused. Dunlop Foams collects the foam waste from our factory and cleverly REUSE all captured waste that is then used to manufacture other products such as carpet underlay.

Since December 2019 to December 2022, Dunlop Foams collected 3.426 tonnes of our foam waste, which has helped to decrease external waste collection cost and has had a significantly positive impact on improving our environment.

Action on our Water Management

Workspace has implemented specific actions on water management, which has resulted in the reduction of wastewater discharge and drainage for storm water.

Workspace has a continuous improvement and corrective action reporting system. We have implemented a new Standard Operating Procedure (SOP) for 'Compressor Drain, Water & Oil'. This process is to prevent oil in the water from being released into the environment and being washed into storm water during rainfall.

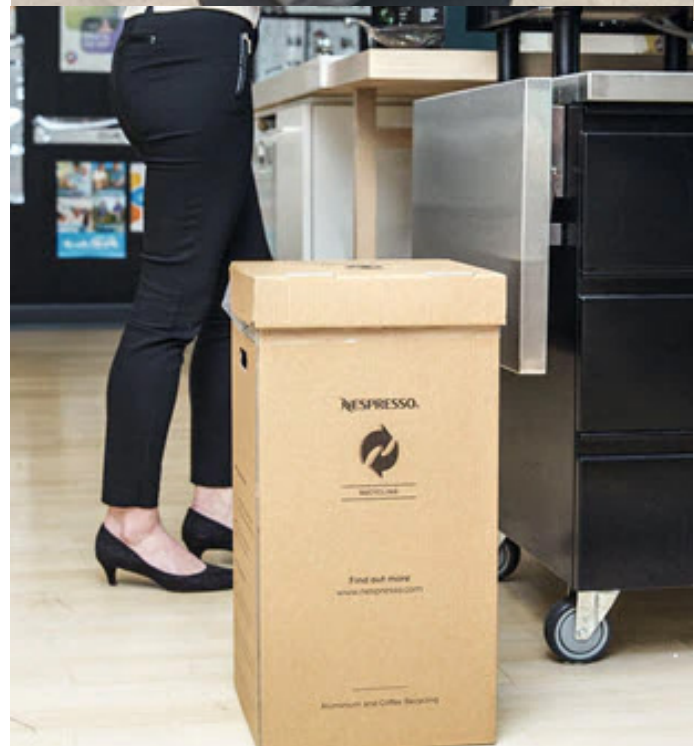
"Workspace has gone one step further and we keep raising the bar in our sustainable journey"

Nespresso Coffee Capsules Story

Last but not least, we at Workspace are huge coffee lovers. Watching all the capsules going to landfill wasn't ideal and we quickly realised we needed to take an action. We joined the Nespresso Bulk Recycling Program and to date have stopped over 105kg of empty coffee pods from going to general waste. So just by taking it one capsule at a time, we know we are making a difference.

And because of these exciting achievements, we are proud to say that Workspace is a good example of **REUSE, REDUCE, RECYCLE** sustainable philosophy.

"Less waste, Less Cost, Less Impact on our Environment"



Green Path Recycling

The following contractors are used by Workspace to collect and dispose of materials for recycling, as follows:

MATERIAL	CONTRACTOR	TREATMENT / COMMENTS
Aluminium, extruded	Paramount Browns	Paramount Browns, re-sell to producers of aluminium extrusion for inclusion in production as post-production recycle material.
Aluminium, cast	Paramount Browns	Cast aluminium is separated and stored separately so this can be supplied to aluminium foundries as post-production recyclable material.
Steel	Paramount Browns	Collected for recycling.
Plastic and Plastic Clear Film	Kartaway	Production waste collected and processed by Kartaway.
	Mitcham Council	Office waste is collected by Mitcham council as part of fortnightly collection for recycling.
Soft Plastic	Quality & Environment Coordinator	Soft Plastic is dropped off at Woolworths / Coles for recycling.
Cardboard / Paper	Kartaway	Production wastage is sorted and baled by Kartaway at their Newton site for transport overseas for recycling.
	Mitcham Council	Office waste goes to the yellow recycling bin which is collected by Mitcham council.
Timber, Sawdust	Kartaway	Recycled by Kartaway as part of their core business and is supplied to Resource Co. in Adelaide for conversion to alternative fuel for Adelaide Cement Works.
Foam Waste	Dunlop Foams	Recycled by Dunlop and is used in under floor rolls of foam and in our bean bags.
General Waste	Kartaway	Production waste is taken to the Wingfield Transfer Depot where any material that can't be recycled is transferred to landfill on the site.
	Mitcham Council	Office waste goes to the blue general waste bin which is collected by Mitcham council.
Green Waste	Mitcham Council	Garden waste goes to the green bin which is collected by the Mitcham council.
10c Deposit Items	Workspace Employee	10c Deposit items are dropped at the collection depots.
Nespresso Capsules	Nespresso	Nespresso Bulk Recycling Program



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