

# SUSTAINABILITY POLICY

Crown Workspace provides business class standard moves and changes including office and IT relocation services, storage, specialist relocations, interior refurbishment, IT refurbishment, sustainable office furniture and equipment solutions. Our approach is underpinned by our Business Management System, certified to ISO 14001, ISO 45001 and ISO 9001. At the heart of this sits our Environmental, Sustainability and supporting policies, which should be read in conjunction with one another.

It is our policy to ensure that our service: -

- Offers a cost effective and fully traceable service to our clients.
- Supports charities and social enterprises by providing a mechanism for our clients to give back to society, whilst making financial savings themselves.

These policy commitments are delivered in the following ways: -

- **Improving our environment** by offering zero to landfill office clearances which help our clients achieve waste minimisation through reselling, reusing and recycling.
- **Reuse of packaging and materials** to minimise wastage and save our clients' money.
- **Helping society** by supporting local schools, charities, and social enterprises through donations of unwanted items, allowing our clients to give something back to society.
- **Encouraging waste reduction, reuse and recycling** via a range of services such as furniture remodelling, IT recycling and furniture & equipment resale.

As a market leader, Crown Workspace is not content with just minimising environmental impacts. Like many of our clients we recognise the wider impacts of our service delivery on the environment and we are genuinely committed to making positive impacts. We believe that it is our responsibility to offer a sustainable solution to enable our clients to reduce their own footprint.

- Offers a low-carbon solution which follows circular economy principles, and which Crown Workspace can quantify to our clients through our carbon reporting procedure.
- **Supporting the economy** by reselling furniture and equipment on our clients' behalf.
- **Offering pre-fabrication** of furniture and interior installations to reduce waste and enable back-loading of packaging to materials suppliers.
- **Reducing our carbon footprint** by reducing transport mileage as far as possible, specifying energy efficient equipment and making our customers aware of their carbon footprint through our reports.
- **Purchasing responsibly**, for example by including encouraging the purchase of more sustainable products and ensuring that materials are ordered as close to specification as possible.

Responsibility for ensuring the policy is fully implemented lies with the Regional Director. All Crown Workspace employees have a duty to adhere to this policy.



**Phil Oram**

Regional Director, Crown Workspace  
28th February 2020