

Environmental Brief

Our Foundation and Vision

Global Contract Inc. focuses on sustainability and acknowledges the need for the industry to be environmentally responsible for the welfare of future generations as well as providing a work environment that is safe and healthy for all employees. We do this because it is not only the right thing to do from a moral perspective; it also makes good business sense.

Global Contract Inc.'s Environmental Brief will expand organizational goals and objectives which support the reduction of impacts on the environment. As we grow our organizational culture with pro-active environmental responsibility, our commitment is reinforced through enhanced relationships with our customers and suppliers. The results of our continual improvement efforts develop the broader organizational understanding that is essential to the social, economic and environmental philosophy within our company.

This Environmental Brief will help guide us on our path towards sustainability. While our main focus is within our organization, we are working to expand our learning and influence suppliers, government, NGOs (non-governmental organizations) and customers. Our major initiatives (energy management, low emitting materials, certified wood, and design for the environment) commit to continual improvement, establish objectives and targets, and comply with relevant government and self-subscribed regulations. The framework and management of these initiatives will be incorporated and maintained through our ISO 14001 management system.

Third-Party Standards and Voluntary Programs

The use of third-party standards verifies and guides Global Contract Inc.'s direction with environmental initiatives. These standards provide the foundation of our programs. The choice of standards is based on both the integrity of the standard and market demand and acceptance. Voluntary programs adopted by Global Contract Inc. include:

- ISO 14001
- OHSAS 18001
- Greenguard Certification
- FSC Certification
- Level Certification
- GHG Reporting Program
- Social Accountability 8000

USGBC / CaGBC

The U.S. and Canadian Green Building Councils are leaders in defining the direction of environmental standards for the construction of built environments. The use of their standard, LEED (Leadership in Energy and Environmental Design), has and continues to guide Global Contract Inc. by developing and growing a knowledge base of sustainable practices by continuing to promote LEED accreditation for Global Contract Inc. employees, partners and customers.

BIFMA (Business and Institutional Furniture Manufacturers Association)

BIFMA serves businesses that are engaged in designing and manufacturing furniture products and by developing standards that support safe, healthy and sustainable environments. Global Contract Inc. supports committee-level initiatives that involve the industry and the environment and sustainability, including emissions testing and the e3 standard in conjunction with the other association standards. We are actively involved in the development and working groups of these various standards.

ISO 14001 – Environmental Management System

Various projects have been implemented over the past years, which have resulted in considerable environmental achievements from waste diversion to energy consumption. We continually expand our environmental parameters within our ISO 14001 management system including our suppliers. We target environmental aspects that will challenge us to do better environmentally year after year as well as in the long term.

OHSAS 18001 – Health & Safety Management System

Global Contract Inc. received third party certification to the OHSAS 18001 Standard in 2008, which was integrated with our existing environmental management system, ISO 14001. This integrated Environmental Health & Safety (EHS) system allows us to take a holistic approach to occupational health & safety on a day-to-day basis through a “Plan-Do-Check-Act” model. The success of the system depends on commitment from all levels and functions of the organization, and especially top management. The overall aim of this system is to support and promote good health & safety practices, in balance with socio-economic needs.

Level Certification

Implementation of the ANSI/BIFMA e3 Furniture Sustainability Standard for Global Contract Inc.’s products will provide us with a holistic sustainability program with elements to challenge the organization. Elements over and above Global Contract Inc.’s environmental foundation are being challenged with raw material selection, identifying product composition substances to 0.01%, elimination of toxic substances, end-of-life strategy and corporate social responsibility.

Design for Environment (DfE)

DfE is a proactive approach to incorporate environmental attributes in the design and development process. It is proven to be an effective way to have a positive environmental impact. Global Contract Inc.’s DfE program consists of a guidelines and checklist approach that cover a holistic view of the design process. First implemented in 2009, it remains the driving foundation for product development, through material selections and manufacturing processes. The following are included in Global Contract Inc.’s DfE program:

- Working with manufacturing and product engineering utilizing our integrated design process for the reduction of waste in all forms.
- Maximize use of materials with high recycled content or ability to be recycled.
- Maximize product design to enable rapid disassembly to base material recycling streams. Where plastics have been used provide appropriate label by material type for recycling.
- Maximize the use of renewable materials.
- Elimination of the use of toxic materials as listed by IARC (International Agency for Research on Cancer)
- Provide or incorporate bio-based alternatives within product structure or substrate.
- Provide sustainable wood-based alternatives as substrates or veneer finishing that meet FSC standards.
- Design product for extended life reuse, incorporating the ability to upgrade finishes and reconfigure or configure with modular component into a new useable form. Provide instructions for end of life management of products.
- Ensure product meets low-emission test standards as defined by government and third-party certification bodies.
- At product launch provide all relevant data such that product test data can be included in EDS (Environmental Data Sheets) for LEED letter template submissions.
- PVC elimination by finding products with alternate materials for legacy products and ensuring that new product introductions to be PVC-free or have a PVC-free option.

Life Cycle Assessment (LCA)

Global Contract Inc. maintains a third-party verified LCA to address our workstation furniture consisting of panel-based systems, laminate casegoods and wood casegoods. The LCA was developed in conformance with ISO 14040:2006, ISO 14044:2006 and the BIFMA PCR for Office Furniture Workspace Products: UNCPC 3814. The LCA is a tool for the systematic evaluation of the environmental aspects of a product through all stages of its life cycle.

Greenhouse Gas (GHG) Emissions Reporting Program

Global Contract Inc.’s responsibility as a manufacturer is to understand how our energy use and industry processes contribute to GHG’s. The gases are mainly created through the combustion of fossil fuels. We will do this by analyzing our greenhouse gas emissions and establishing a baseline and control measures for the organization. This includes creating an inventory of emissions as benchmark, while focusing on the legislative changes as they are brought into place by government. Global Contract Inc. voluntarily reports our GHG emissions annually to Environment and Climate Change Canada (ECCC) Reporting Program.

Energy Management

With the uncertainty of supply and concerns about environmental damage from burning fossil fuels, managing energy effectively is a high priority at Global Contract Inc. The reduction of energy use is one of our main focuses (managed through ISO 14001). The second focus is finding alternative sources of energy (solar, wind etc.) and the third is to support green power offset programs. To protect Global Contract Inc. against commodity price fluctuation, history has shown that market price is typically the lowest and poses the least amount of risk compared to hedging programs.

Durability/Upgradeability

This integrated approach includes up-front consideration, ensuring the products are designed and manufactured to provide a long, useful life and allow for repeated service, repair and handling; and standardized parts and components are available to facilitate maintenance, servicing and reassembly. Products at the initial conceptual phase undergo R & D testing for safety, strength, robustness and reliability. Later in the design phase, these products are tested to meet stringent industry standards such as the CGSB and ANSI/BIFMA. Products with high failure rate components are identified and a replacement or maintenance program is established in order to maximize repeated service.

FSC (Forest Stewardship Council) – Certified Wood

FSC certifies forests that adhere to sustainable forestry practices and the supply chain of wood products to a Chain of Custody. Since wood is an integral component of Global Contract Inc.'s finished products, it is important to offer wood (particleboard, MDF, lumber and veneers) from a certified forest. Global Contract Inc. first certified in 2009 to Chain of Custody through a transfer system. The certification process has helped define extraction of raw materials (origin), which is used to support sustainable buildings via LEED. Global Contract Inc. also uses CITES (Convention on International Trade in Endangered Species listing) to further support sustainable forestry by ensuring that we do not use any wood specified on the list.

Greenguard Certification

Global Contract Inc. has our products third party certified by ULE to Greenguard and Greenguard Gold for indoor air quality. This certification not only provides good indoor air quality for our clients, but also for our employees who manufacture and assemble the products.

Chemical Management

Global Contract Inc. takes a preventive and precautionary approach to deal with substances that enter the environment and could harm the environment or human health. Our approach consists of programs to reduce or eliminate the risks or potential risks associated with toxic and hazardous substances. These programs include assessment and evaluation of compliance with all applicable environmental and health & safety laws and regulations, including training programs for all employees on the risks associated with chemicals that affect human and ecosystem health. Global Contract Inc.'s key objective is the management of toxic and hazardous substances of concern, throughout their entire life cycle, and virtual elimination from the environment. Management strategies include prevention of pollution and hazard and risk assessment, taking into account a wide range of legal, economic and social factors. These factors will be taken into account when determining long term targets and as part of overall transparency to customers.

Corporate Social Responsibility

Global Contract Inc. supports and promotes the SA 8000 standard for social accountability and applies these to the organization to help achieve its sustainability goals and business aspirations, thereby improving social and environmental conditions. Our social responsibility policy is a core part of our commitment to support and develop a sustainable future for the company, while balancing social dimensions in our local communities.

End of Life Program

As part of our commitment to sustainable practices and environmental responsibilities, Global Contract Inc.'s End of Life Program offers a comprehensive assortment of services and programs. Our goal is to re-distribute, where possible, redundant product to national and international programs that will assess the most appropriate life cycle channel available as an alternative to sending furniture to landfill.

Strategies - Recovery Opportunities

Global Contract Inc.'s integrated network of dealers and sales staff will work with our customers to select, from various options, the program that fits their needs. The list is in order of highest value recovery:

GLOBAL *Contract*

Reuse - re-distribution of redundant product to resellers and/or national and international programs supporting schools, charities and environmental organizations. Options such as Global Contract Inc.'s third party programs offer the highest recovery value to our customer.

Refurbish - product is designed to be easily refurbished rather than replacing existing furniture. From incorporating new product components, such as fabric on panel systems, a range of options are available to suit budget and aesthetic requirements.

Recycle - product that cannot be reused or refurbished through our programs can be recycled using licensed recycling facilities. Recycling facilities have been identified in each major region.

Contacts	Contact Information	Location	Recycle Type
Global Dealers	Global Sales staff	North America	Repurpose / recycle
csr eco solutions	Dan Leal www.csr-eco-solutions.com	Canada / USA	Repurpose / recycle
Waste to Wonder	Michael Amos www.wastetowonder.com	Europe, Australia	Repurpose / recycle
Local recyclers	Varies by region	North America	Repurpose / recycle

csr eco solutions

csr eco solutions as an environmentally responsible solution to manage the redistribution of redundant furniture on behalf of corporations, government institutions and healthcare facilities. They donate, recycle, and recover value for surplus office furniture, equipment and supplies.