

maine storage & filing

ENVIRONMENTAL POLICY STATEMENT

THE ENVIRONMENT MUST BE PROTECTED AT ALL TIMES

(Mkp)Maine Office Ltd is a leading manufacturer of prestigious office storage and filing systems for a wide range of customers employing a dedicated workforce at its manufacturing facilities in Kings Langley.

By complying with the requirements of ISO9001 (Mkp)Maine Office is committed to provide customers leading edge solutions that use innovative processes and demonstrate continual improvement in all business activities.

We are dedicated to the process of environmental improvement and responsibility and this is reflected in the company's environmental certification to BS EN ISO 14001: 2004 Environmental Management System, registered with the National Quality Assurance Ltd

The impacts we have on the environment will be continuously improved to prevent pollution by setting and reviewing environmental improvement objectives targets annually. Strategic Objectives are monitored by regular senior management review.

We will monitor and adhere to all relevant regulations, codes of practice and customer requirements.

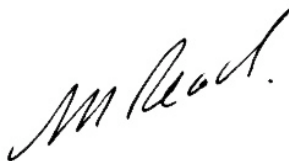
We will maintain and continually update systems and procedures to ensure that we comply with legislation and other requirements.

The environmental systems will be monitored by top management and communicated throughout the company, via company notice boards, workshop briefing and Induction process.

The environment concerns us all. Working together we can ensure a safer world for future generations.

Note: This statement is available for public viewing on (Mkp)Maine Office website <http://www.maine.co.uk> Copies will be made available on request to interested parties.

Signed



Date: 13 January 200

Mike Read: Managing Director

maine storage & filing

Sustainability Policy

(mkp) Maine Office have gained accreditation to the Environmental Management Standard ISO14001 and have also recently worked with the Carbon Trust to implement further improvement changes to our Kings Langley manufacturing plant.

All Maine products are manufactured to meet the demanding performance requirements of and comply with the strict quality controls of ISO 9001 Quality Management System, which the company also has accreditation to.

The Raw Material:

97% of Maine storage furniture is made from steel supplied by Corus – a British company with a strong environmental record. Steel is 100 % recyclable and with 40% of all steel production currently being recycled it is the world's most recycled material. It can be recycled again and again without any degradation in terms of properties and performance and the recycling process, which involves the re-melting of scrap, uses around one third of the energy required to produce steel from primary sources. The steel parts that make up our storage units are produced with high-tech laser cutting machinery, a precise process that ensures minimal waste. Any unavoidable off cuts are sold as scrap and are recycled.

Maine storage products are developed in such a manner as to maximize strength whilst utilizing minimum steel gauge thickness.

The Finish:

Maine's products come in a multitude array of colours and in 1998 we switched from wet painting to the more environmentally friendly powder coating to achieve these finishes.

Powder Coating is a more environmentally friendly process than solvent based wet paint systems as the process avoids the use of solvents. Volatile Organic Compounds (VOCs), which can be harmful to both humans and the earth's atmosphere, are no longer emitted during the painting process.

The powder coating process is carried out within self-contained powder spray booths with full reclaim facilities, eliminating the escape of powder particles to the environment, reducing both the quantity of powder required and waste powder on completion of individual contracts.

Carbon Footprint:

Maine recognized at an early stage that all manufacturing processes have a direct effect on the environment. Energy uses from businesses in the UK account for over 40% of GHG, (Green House Gases) and we are committed to playing our part in reducing percentage.

Whilst considerable effort has already been made to achieve a low carbon footprint we are actively making efforts to reduce this even further in years to come through our Environmental Continuous Improvement Programme.

In order to reduce our own carbon footprint we have analysed our own carbon footprint of our products and manufacturing processes using an analysis model produced and endorsed by BCFA (British Contract Furniture Association)

Delivery:

Maine's production plant is situated in Kings Langley, a mere 24 Miles from Oxford Circus, right in the heart of London. Transport is carefully organized by our logistics department using our own lorries, which comply with the requirements of the London Low emission Zone. Loads are planned based on full and complete loads, multi drop where possible

Not only does this allow Maine to employ a local workforce and inject money back into the local economy it also significantly reduces the carbon emissions created during the delivery of our products. Our well-maintained trucks use around a gallon of diesel to deliver to central London.

Waste Management:

Maine stringently monitors and prevents waste at every stage of the production process.

Following a recent collaboration with The Carbon Trust, MKP, the plant where Maine's steel components are produced, have invested in two waste compactors. This has reduced the number of skips collected from four per week to two every eight weeks.

Products now recycled at Maine are metals, cardboards, papers, plastics, print cartridges, resulting in 50% less waste going to landfill.

100% of all metal wastes are recycled. Incoming packaging is recycled, Wood pallets and containers are returned to the suppliers on a continuous return policy.

Only contractors licensed in accordance with the latest environmental regulations will remove waste products from site

Supply Chain:

We are aware that the effect our business may have on the environment is not only impacted by our own operations but also by our suppliers and end users alike.

Product and supplier selection is important, and where reasonably practicable, selection is based on environmental performance and effect. Where possible Suppliers with a recognized EMS (Environmental Management System)

Meeting our clients environmental needs:

Maine have witnessed an increasing concern for the environment among their clients and are creating new office furniture ranges that facilitates environmental practices within the workplace without compromising on style. Maine's recycling units for example, which are already on the market, can be made to match the height and finish of any storage unit and fit seamlessly into the office fit out. This removes the need for unsightly and space consuming freestanding recycling bins.

Packaging:

Maine utilize the minimum amount of packaging whilst maintaining optimum protection. All units are wrapped in polythene cling wrap, tops of units are further protected with plastic top sheet and the unit corners are protected with cardboard pieces.

Cardboard corner pieces are manufactured from recycled materials and all packing materials can be recycled

Ethical:

We recognize the effect that a manufacturer can have on the local environment and employment. It is the company policy to not only provide a long and secure working environment, many members of staff have provided over 20 years service, but also to provide new employment opportunities, achieved through continuous investment as the company's success continues.

A policy of non – discrimination regardless of race, religion, disability or sex applies to all company activities

Product lifetime:

Durability is a key facet in sustainable design as the longer a product lasts the less energy and raw material is needed to produce a replacement. Maine products not only come with a 10 - Year guarantee they have also been designed so that they can be easily reconfigured to meet our client's storage needs as they evolve.

End of Life Recycling:

Although Maine products come with a lifetime guarantee ends users on occasion wish to change their filing and storage methods.

Should re-configuring not be the answer, Maine products can be easily disassembled into single material parts for recycling.

The small quantity of non-ferrous (plastics) materials used can be stripped out for re-use and ferrous metal components recycled.

Maine will assist with facilitating the removal of end of life products, ensuring suitable disposal.