

RESPONSIBLE SOURCING POLICY AND OBJECTIVES.

Polyflor Limited manufacture and factor a range of floor coverings and accessories. This involves the purchase of raw materials, packaging materials and their storage, handling and conversion via multi stage processing to the final product. The purchasing decisions of Polyflor Ltd can affect society and the environment beyond the immediate impact of its own operations. Responsible sourcing involves the promotion and support of broader scale adoption of responsible practices throughout the supply chain. This can stimulate demand for socially and environmentally preferable products.

As part of this process waste is produced, emissions to land air and water are made and energy is consumed. The Board of Directors of Polyflor Ltd accept that it is their responsibility to reduce the global and local effects of the company's activities. To this end the Director of Technical Services has specific responsibility for the management of the Responsible Sourcing Programme of the company and ensuring Polyflor Ltd meet the requirements set out within the BES 6001 Framework Standard for the Responsible Sourcing of Construction Products.

The company has assessed the impact of all of its operations and the requirements of the sourcing programme and will specifically address the following areas:

- Ethics - recognise the need to adopt and apply standards of ethical behaviour appropriate to the purpose and activities of the organisation.
- Legal Compliance - comply with all applicable laws and regulations.
- Management Systems - have systems in place to operate in a legal, efficient and financially sustainable manner with continual improvement in the management of quality, health and safety, the environment and human resources.
- Supply Chain Management - communicate and work constructively with the supply chain to deliver sustainable policies and practices.
- Stakeholder Engagement - identify stakeholders affected by the activities of the organisation and its supply chains and be responsive to their needs.
- Complaints and Prosecutions - operate with transparency and record and report all complaints and prosecutions and associated corrective actions.
- Fundamental Rights at Work - respect international norms concerning human rights and labour practices and recognise fundamental rights at work including the abolition of child labour, forced or compulsory labour, the rights of freedom of association and collective bargaining, and the elimination of discrimination.
- Health and Safety - operate in a responsible manner to protect employees, contractors and visitors.
- Climate Change and Energy - Use energy efficiently in the production of materials and products and minimise the emission of greenhouse gases associated with these processes. Reduce fossil fuel consumption and review the utilisation of renewable sources of energy.
- Resource Use - recognise the need to use all materials in the most appropriate manner.

- Site Stewardship - be responsible stewards of sites used by preventing pollution and recognising the importance of national heritage, ecological value and biodiversity during use and after end of life of each site.
- Water - use water efficiently to minimise demand on potable water supplies, and treat process water and site run-off effectively to mitigate against pollution risks.
- Waste Management - manage all waste streams effectively by adopting the waste reduction hierarchy and minimise waste incinerated and disposed of to landfill without energy or material recovery.
- Transport Impacts - recognise the social and environmental impacts of transportation and the need to adopt appropriate strategies to reduce adverse impacts.
- Employment and Skills - continue to support local communities by providing employment and economic activity through fair operating practices, and recognise the importance of developing a skilled and competent workforce.
- Local Communities - Liaise effectively with the local community and strive to develop mutual understanding and respect.
- Contribution to the Environment - develop products that improve the quality and sustainability of the built environment.

Progress will be achieved by setting objectives for reducing sourcing effects, monitoring progress and reviewing the objectives as necessary. [The company objectives and targets are identified in the Environmental Manual Schedule 2 \(ENVMANSCH 2\) of the Polyfor Management System Manual.](#)

By this means continual improvement in our performance will be achieved. The policy, objectives and their progress are communicated through department notice boards.

Signed:
for and on behalf of Board of Directors