

SUSTAINABILITY

Committing to our future



QEP





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OUR COMMITMENT



QEP Australia Pty Ltd & QEP Co. NZ Ltd (QEP) have a deep and measured understanding of our impact on the environment. Our planet's rapidly growing population and the pressures of economic development have caused areas of our environment to suffer continuous degradation, sometimes resulting in permanent damage. QEP ensures that its supply chain partners meet or exceed both international and local environmental laws and guidelines. We know consumers and specifiers expect complete transparency and evidence of genuine sustainability credentials. Please read on to learn about how QEP are committed to environmental responsibility.

Bruce Maclaren
Managing Director,
QEP Australia & New Zealand

20 YEARS OF VALUE-DRIVEN FLOORING AND INDUSTRIAL SOLUTIONS

QEP continues to build its reputation for offering its customers the most comprehensive flooring installation product line and laminate wood flooring available from one company. QEP markets over 400 products into Bunnings alone, under various brand names that are well respected in their market niches. Brand names include QEP®, ROBERTS®, Brutus, Q-Décor and HanWood. QEP are also a distributor of world-renowned brands including Wineo and Swiss-Krono.



SUSTAINABILITY TAKES FOREVER AND THAT'S THE POINT

- William McDonough



ENVIRONMENTAL POLICY



QEP recognises its moral and legal responsibility to minimise damage to the environment caused by work activities. This commitment extends to ensuring that our shop operations do not unnecessarily endanger flora, fauna, sensitive areas or present concerns to members of the public and community.

OBJECTIVE:

The objective of this policy is to actively work towards elimination and reduction of negative effects to the environment by ensuring environmental impacts are incorporated into all levels of the organisation and utilising best practice techniques wherever possible.

QEP WILL ENDEAVOUR TO MINIMISE IMPACT ON THE FOLLOWING:

- Atmospheric emissions (including odour)
- Site contamination & spills
- Damage to flora & fauna
- Storm water contamination
- Substance spills/accidental release
- Unnecessary energy consumption

To fulfil this commitment, QEP will observe all environment laws & promote environmental awareness among all employees to increase understanding of environmental matters.

QEP WILL ACTIVELY:

- Assess its 'Eco-footprint' to identify environmental impacts & move towards more sustainable practices
- Identify waste streams & options for effective waste management
- Improve purchasing (buy recycled materials, reduce waste, use less harmful/volatile substances).
- Avoid purchasing over-packaged products
- Refuse to purchase unethical or unsustainable products
- Improve storage (reduce quantity, waste & spills, reduce odours by keeping containers closed).
- Conserve energy (eco-friendly lights, turn lights off, greener fuel sources such as LPG)
- Conserve water (install water saving accessories, repair leaks).
- Preserve waterways (clearly mark & protect storm water drains).

RESPONSIBILITIES

QEP is committed to:

- Integrating environmental consideration into all aspects of QEP operations
- Compliance with all relevant legislative requirements & co-operation with regulatory bodies
- Measurable targets to ensure continued improvement reflected in accountability/key performance indicators at all levels.
- Consultation with employees & other parties to improve decision-making on environmental matters
- Identification of environmental issues, assessment of risks & implementation of best practice controls to limit negative impacts to the environment.



Development, implementation & review of written work procedures

- Distribution & communication of information & work procedures.
- Training & supervision to employees to ensure written procedures to minimise environmental impacts are followed.

Employees are expected to:

- Take reasonable care and consideration of environmental impacts while at work.

- Co-operate with QEP to enable compliance with legal obligations.
- Participate in consultative arrangements in relation to environmental matters.
- Assist management to meet environmental targets/key performance indicators.



ACCREDITATIONS



QEP are committed to environmental responsibility and creating low level environmental impact products.

From our no phthalate policy, to improving our energy efficiency, to our use of recycled materials in packaging, we take sustainability seriously. This is why our products meet the following global accreditations.



EMS 33026





GREENGUARD

The GREENGUARD certification standard is an internationally recognised voluntary standard that establishes requirements for indoor low-emission products such as building materials, furnishings, furniture, cleaning products and electronics. Emission standards vary by product formulation and usage. These standards are maintained by UL Environmental Services and incorporated into the health emission standards established by the US Environmental Protection Agency (EPA), California and other prominent public health agencies.





by  SCS certified.

Developed by the Resilient Floor Covering Institute (RFCI) and Scientific Certification Systems (SCS) FloorScore® is an independent test and certification for flooring products in the USA. The FloorScore® mark means that QEP's flooring products have been independently certified by SCS for low VOC (volatile organic compound) emissions. Our products help contribute towards good indoor air quality.

FLOORSCORE

BREEAM

BREEAM is an environmental assessment method and rating system concerned with sustainable building design. Measures used to assess cover an extensive range of criteria such as energy, water, waste, ecology and pollution. Amtico Signature products correspond to the BRE Global Green Guide for printed laminate polyvinyl chloride floor coverings which achieve a summary rating of A+ when used in healthcare, retail, education, residential and A in commercial and industrial building types.





GLOBAL GREENTAG

Global GreenTag is one of the worlds most robust, trusted and widely recognised Eco labels. How is it compliant?

- Externally certified to ISO9001 for Quality Management
- Externally verified as compliant to:
- ISO 14024 for Type 1 (Third Party) Eco-labels and
- ISO 17065 for Conformance Assessment Bodies
- Certification is compliant to ISO 14040 & ISO 14044 for LCA
- ISO 14067 for Greenhouse Gas calculation
- ISO 14025 for Environmental Product Declarations and
- ISO 21930 and EN 15804 for specific need EPD's
- Australian Competition and Consumer Commission (ACCC) and US Trade Marks & Patents Office Approved Certification Mark





ISO14001 is a certification assessed by a third party that confirms an organisations conformity to certain environmental standards published by ISO (International Organisation of Standardisation). These standards ensure that organisations worldwide constantly seek to minimise their impact on the environment through managing operations and complying with regulations. QEP's flooring products are compliant with BS EN ISO 14001 standards; assessed by BSI (British Standards Institution).

ISO14001

ISO9001

ISO9001 is a certification assessed by a third party that confirms an organisation's conformity to certain quality management system standards published by ISO (International Organisation of Standardisation). These standards ensure that over 1 million organisations worldwide meet the needs of their customers and stakeholders via quality management systems



WASTE MANAGEMENT



QEP is committed to successfully conserving natural resources and is aware of the importance of waste management and reducing waste to landfill.

OBJECTIVES

- To ensure the overall amount of waste is kept to a minimum
- To ensure the handling, stockpiling and disposal of waste does not adversely impact the environment or community
- To ensure waste is disposed of meeting local, State and Federal requirements.

IMPLEMENTING THE WASTE HIERARCHY:

✓ **Avoid**

✓ **Re-process**

✓ **Reuse**

✓ **Dispose**

✓ **Recycle**

- Use of biodegradable and recycled/reprocessed substances and materials wherever possible
- Design production or manufacturing processes to minimise off-cuts or waste and energy use
- Reuse materials wherever possible
- Development of purchasing procedures to ensure:
 - Items have minimal packaging
 - Less Hazardous Substance products selected wherever possible
- Identify waste sources/ streams and develop a “Waste Stream Management Register”
- Waste collection will be arranged at regular intervals to ensure no adverse impacts on the environment and community (such as overfilling of receptacles and subsequent littering, odour, pests or other disturbances).
- Provide appropriate receptacles for each waste stream. Ensure these are labelled
- Conduct regular inspections/audits to ensure waste is separated as required
- Waste receptacles will not be stored in close proximity to sensitive areas eg: waterways or stormwater drains
- Incompatible wastes are kept separate
- Follow manufacturer’s instructions for disposal of substances (refer to MSDS) along with local waste disposal facility directions
- No Littering policy is implemented.
- All metal fabrication related litter will be picked up immediately and disposed of in appropriate receptacle.



The expectation is that all suppliers adhere to the Ethical Sourcing Program that is relevant to their business and supply chain . Big box customers expect each of its suppliers and service providers to ensure compliance with these requirements by each entity within its supply chain.

MINIMUM STANDARDS INCLUDE BUT NOT LIMITED TO:

- **Child Labour**
Suppliers and Vendors shall not use child labour.
This refers to a person at an age younger than 15 years.

Child Labour is defined as the recruitment, hiring and employment of workers under the minimum working age or the age stated above.
- **Forced/Bonded Labour:**
Employment is freely chosen, we do not accept any forms of forced, bonded, involuntary prison labour or illegal labour in the production of goods and services. Workers shall not be required to lodge deposits or their identity papers with their employer and should be free to leave their employer after reasonable notice in line with local statutory regulation.



ETHICAL SOURCING

As a key supplier to big box retailers we must meet the minimum set of standards, assessment and monitoring processes that are aligned with Wesfarmers' and other globally accepted good practice standards. This program provides a framework for us to assess working conditions to ensure they meet or exceed minimum local standards. It also acts as a model process for our suppliers or service providers who may be undertaking the establishment of their own Ethical Sourcing Program, to assist in compliance with our trading terms and requirements.

We are committed to ensure human rights are respected and slavery or human trafficking is not taking place in our supply chain.

- **Migrant Workers:**

Migrant workers shall have the same entitlements as local workers as stipulated by local law. Any commissions and other fees in

connection with employment of migrant workers must be covered by the employer. The employer must not require the worker to submit identification documents.

Workers employed through a third party agent are the responsibility of the supplier and vendors, and are thus covered by this code.

As we strive for the smallest possible environmental footprint, QEP is continuously building sustainable foundation capabilities that enable us to design, manufacture, ship and service products in an environmentally friendly manner to preserve the sanctity of our environment.



SUSTAINABLE I

Our suppliers need to understand that sustainable risks and opportunities (including labour standards and ethics) are identified and recorded:

Items to be considered:

- Does the company have an Environmental Management Strategy (EMS), Policy or Plan?
- Does the company produce a publicly available Annual Sustainability or Environmental Report? (large companies only)
- Does the company have a Corporate Social Responsibility (CSR) Plan or

Policy (large companies only)

- What systems does the company have to monitoring its own performance? (audits, annual reports, etc.)
- Has the company ever been convicted of an environmental breach or crime? (If so, request details)
- Does the company or product have any kind of eco-certification?



We are committed to strategies that reduce demand or unnecessary consumption and end-of-life disposal and consider future sustainability issues and policies in the planning process. QEP encourages sustainable solutions and innovation in tenders, measuring and improving sustainability throughout the life of the procurement.

PROCUREMENT

REVIEW

The supplier selection review process incorporates sustainability during supplier tenders & evaluations.

RANK

QEP evaluates both prospective & existing suppliers based on key criteria, including sustainability.

PARTNER

Where possible QEP partners with suppliers to reduce our combined global footprint & innovate new sustainable technologies.



**INTEGRATED
PROCUREMENT
PROCESS**



LOOKING TO THE FUTURE

QEP are committed to reducing our impact on the environment and working with our people, suppliers and customers to identify areas for continuous improvement.

Our objective is to minimise or eliminate all adverse impacts that the activities and products QEP may have on the environment, while remaining a competitive leader in the flooring and building supplies markets.

OUR COMMITMENT

- Integrating environmental consideration into all aspects of QEP operations
- Compliance with all relevant legislative requirements and cooperation with regulatory bodies.
- Measurable targets to ensure continued improvement reflected in accountability/ key performance indicators at all levels.
- Consultation with employees and other parties to improve decision-making on environmental matters
- Identification of environmental issues, assessment of risks and implementation of best practice controls to limit negative impacts to the environment.
- Training and supervision to employees to ensure written procedures to minimise environmental impacts are followed

OUR TARGET BY 2020:

- All flooring cartons to be packaged in 100% cardboard
- All carpet adhesive backing to be switched over to Eco TX or eco equivalent
- 100% of raw materials assessed for sustainability
- Use on-pack recycling messages on 100% of recyclable packaging
- Review our packaging and optimise product categories where possible on a quarterly basis
- Increase solid waste recovery for QEP distribution centres to 40% (from 34.4% for 2017-2018 period)



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