

## **Arden Windows Ltd Environmental Policy**

**December 2008**

Arden Windows is committed to a responsible approach to the environment by purposefully managing the reduction of its impact on the environment for improved quality of life for all. To this end Arden Windows has produced the following policy:

### **Purchasing**

The materials we buy are mainly FSC timber or timber based products purchased from well-established suppliers and mills. In all cases we make every effort to ensure the timber is felled from well-managed forests that have strict re-forestation policies and our purchasing policy reflects this. Suppliers are invited to provide us with their own environmental policies which are kept on file for reference purposes.

All suppliers have to provide certification. Much of the timber we use is softwood from Sweden, Finland or North America where controlled felling has taken place for many years. Hardwoods are utilised where customers call for hard durable species, as in door and front entrance frame sills. All hardwoods are procured from sources where we are assured a policy of sustainable yield management is carried out and FSC certification can be provided by supplier / importer.

Preferred supplier status will be given to those that demonstrate to our satisfaction that they also take a responsible management approach to the environment.

### **Manufacturing**

Arden Windows undertakes to ensure that all manufacturing operations comply with current Environmental Protection Act regulations and that all the appropriate COSHH risk assessments are undertaken and risks identified are managed accordingly.

Well proven laminating and jointing techniques, plus careful preservation treatment, maximises the utilisation of timber we buy and reduces longer-term requirements for renewals. Timber is of course a naturally recurring resource. The Arden Group only use water-borne finishing systems for external joinery, thus reducing solvent emissions into the atmosphere.

Arden Windows will employ lean manufacturing and other production management techniques to optimise production efficiency, reduce our total energy consumption and reduce wastage of raw materials during the production process. Waste raw materials will be disposed of by a registered / licensed third party waste disposal company.

### **Office**

Arden Windows actively promotes the recycling of waste paper and toner cartridges where appropriate. In addition, all company stationery will contain an element of recycled paper. Arden Windows will also promote the responsible use of energy to staff regarding the use of heating and lighting. Redundant IT and office equipment will be sold for re-use or donated to not-for-profit organisations such as schools and charities.

### **Responsibilities**

The Managing Director has overall responsibility for the company's environmental policy and will ensure that staff are made aware and kept informed of the policy, specifically purchasing and manufacturing.

### **Future Developments**

Arden Windows will update this policy pending implementation of its Environmental Management System ISO14001 (due March 2009).

Simon Badham, Managing Director,  
For and on behalf of Arden Windows Ltd

December 2008