

2019 SUSTAINABILITY REPORT



MESSAGE FROM THE DIRECTOR

AS DIRECTOR AND OWNER OF THE BUSINESS, I CAN SEE GREAT VALUE IN REDUCING OUR ENVIRONMENTAL AND SOCIAL IMPACTS. IT MAKES SENSE FOR OUR COMPANY TO REMAIN COMPETITIVE BY REDUCING COST, MINIMISING RISK AND DRIVING EFFICIENCIES ACROSS THE BUSINESS.

I want E.M.UTICK to be the market leader in sustainability, and with that we are continually striving for new ways to reduce our impacts. We have maintained our ISO14001 EMS certification since 2009, and our worktops have been certified since 2008. In 2010 we joined Global GreenTag and achieved Level A (worktops) certification. In addition, in 2013 we installed a 195 kilowatt solar electricity system on the roof of our manufacturing facility.

We've been working with Sustainable Business Matters, a Sustainability Consultancy for well over a decade. We've done some great work together and seen some major reductions in terms of reducing our environmental impacts. Though we understand our stakeholders' expectations are not just focused on reducing environmental impacts but addressing ethical and human rights issues such as modern slavery and human rights due diligence.

In 2014 we engaged the services of a specialist Work Health and Safety consultant to further assist us with the identification, control and monitoring of our workplace hazards and risks.

We've been working with our suppliers to ensure they too take both the environment and social responsibility seriously. Our long term objective is to further influence our supply chain, to assist them in understanding the importance of addressing environmental and social issues.



BUSINESS OVERVIEW

The Group has been incorporated since 1954. E.M.UTICK is a medium sized organisation, with its main manufacturing facility operating from Somersby, on the Central Coast of Sydney and a head office (Admin and Sales) in Sydney. We manufacture workstation tops, joinery and storage for commercial furniture suppliers and supply to clients nationally.



BUSINESS SUSTAINABILITY GOALS

Compliance with environmental, health and safety laws and regulations.



Set annual environmental objectives and targets for waste and energy.



Lower operating costs by reducing our environmental impact.



Achieve highest level of an Ecolabel certification.



Creating a strong ethical culture.



Seek to influence our supply chain with regards to environmental and social compliance.



Strive for continual improvement and innovation.



OUR SUSTAINABILITY PROGRAM

WE CONTINUE TO STRIVE TO REDUCE OUR ENVIRONMENTAL IMPACT, CREATE A SAFE WORK ENVIRONMENT AND REQUEST SUPPLIERS TO HAVE STRONG ENVIRONMENTAL AND SOCIAL COMPLIANCE. WE DEMONSTRATE THIS BY HAVING:

AS/NZS ISO14001-2015: ENVIRONMENTAL MANAGEMENT SYSTEMS (EMS) CERTIFICATION FOR THE DESIGN AND MANUFACTURING, SINCE 2009.



COMPLIANCE WITH GLOBAL GREENTAG, LEVEL A FOR OUR TIMBER LAMINATED WORKTOPS.



CONDUCT SUPPLY CHAIN DUE DILIGENCE WITH RESPECT TO HUMAN/LABOUR RIGHTS AND ENVIRONMENTAL COMPLIANCE.



DOCUMENTED MANAGEMENT SYSTEM IN LINE WITH THE REQUIREMENTS OF AS4801:2001 AND THE NSW GOVERNMENTS WHS MANAGEMENT SYSTEM GUIDELINES (5TH EDITION).



SOCIAL RESPONSIBILITY

E.M.UTICK CONDUCTS ETHICAL BUSINESS PRACTICES THROUGHOUT OUR OPERATIONS AND AIMS TO DEVELOP STRONG RELATIONSHIPS WITH OUR STAFF, SUPPLIERS AND COMMUNITY, BASED ON TRUST, UNDERSTANDING AND RESPECT.

Our people and the people who work for our suppliers matter. We want our staff to work in a safe environment and for this to be extended to workers within our supply chain.

E.M.UTICK have a CSR Policy that we have incorporated into all business activities. We:

- ▶ Will not support, tolerate or condone any form of workplace harassment, antidiscrimination or violence.
- ▶ Believe everyone has the right to be treated with dignity and respect.
- ▶ Will not discriminate on the grounds of race, gender, disability, nationality, religion, philosophical belief, political belief, age, sexual orientation, family status, trade union or another factor.
- ▶ Will not employ child labour, working hours will not be excessive and we will always meet any national minimum wage.

- ▶ We recognise the right of freedom of association and the right for our staff to collectively bargain. Our staff are free to choose to belong to a union.
- ▶ E.M.UTICK will not use any form of child labour, forced or compulsory labour or trafficked labour. And does not hold any original documents belonging to our employees, such as passports, work permits or birth certificates.
- ▶ Seek to influence our supply chain on matters of environmental and
- ▶ Seek to influence our supply chain on matters of environmental and social compliance.

In 2014 we engaged the services of a specialist Work Health and Safety consultant to further assist us with the identification, control and monitoring of our workplace hazards and risks.

We have a documented management system in line with the requirements of AS4801: 2001 and the NSW Government WHS Management system guidelines 5th edition.

Over a number of years we have:

- ▶ Established a WHS committee and conduct monthly meetings;

- ▶ Implemented a forklift driver competency testing scheme;
- ▶ Developed objectives and targets aimed at eliminating workplace injuries and improving communication, consultation, training and general safety awareness amongst workers;
- ▶ Documented additional safe work procedures as required by the corporate risk assessment.



OUR APPROACH

AVOID

We've introduced cloud computing and eliminated paper by having our invoicing sent electronically. No contract files have been printed in the past nine months and our project teams have all drawings on tablets. All case goods are transported in packing blankets and are loaded on reusable plastic pallets, made from recycled content.

REDUCE

Dematerialisation – to ensure the cutting of timber in the factory does not allow for unnecessary waste.

REUSE

Our plastic pallets are bought back to the factory for reuse.

RECYCLE

Comingle items to include aluminium cans, plastic containers, paper and cardboard. Other recycled items include steel and soft plastics.

RECOVERY

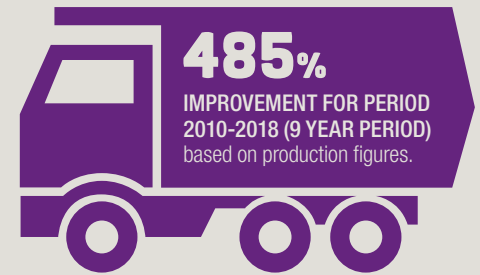
Energy recovery, timber offcuts and briquettes are used as biomass.

DISPOSAL

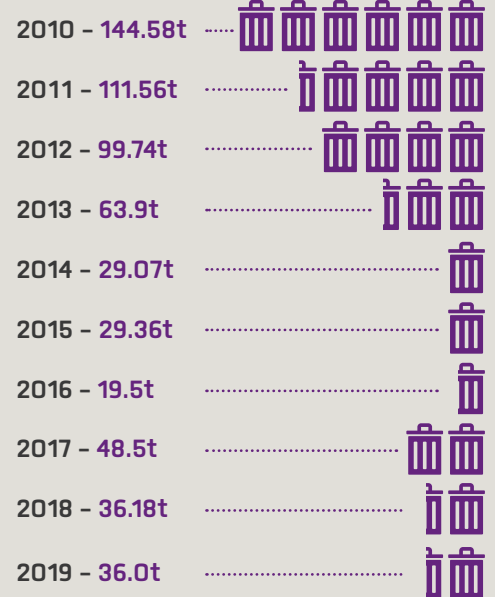
Minimal amount of waste ends up in landfill.



FACTORY WASTE RECYCLING



WASTE



RECYCLED ITEMS

- ▶ TIMBER OFFCUTS (MDF, PARTICLE BOARD, PLYWOOD).
- ▶ PAPER & CARDBOARD.
- ▶ COMINGLE.
- ▶ SAW DUST – USED AS BIOMASS.

WASTE NOT

WE'VE HAD GREAT SUCCESS WITH OUR REUSE AND RECYCLING PROGRAM, WITH GREAT THANKS TO ALL OUR STAFF WHO SHOW CONTINUED SUPPORT OF OUR PROGRAM.



ENERGY REDUCTIONS

OUR INITIATIVES:



LED LIGHTING

In 2012 we installed LED Lighting in our Somersby manufacturing facility.



SKYLIGHTS

Are in place in our manufacturing facility in Somersby.



WATER

IN 2010, WE BUILT A STATE OF THE ART MANUFACTURING FACILITY AT SOMERSBY. THIS GAVE US THE OPPORTUNITY TO IMPLEMENT SOME GREEN INITIATIVES, WHICH INCLUDED A RAINWATER TANK AND A BIO-RETENTION BASIN.



RAINWATER TANK
10,000L

Used for staff amenities.

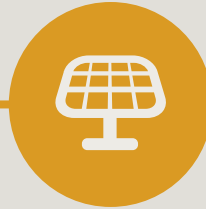
In ground water tanks & Bio retention area



BIO-RETENTION BASIN

Minimise nutrients in stormwater through control and prevention.

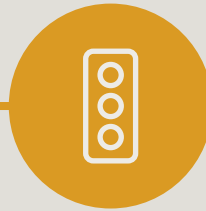
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SOLAR PANELS

A 195 Kilowatt solar panel system was installed in 2013 as part of the Clean Technology Investment Program.

2



TRAFFIC LIGHT SYSTEM

Red, orange and green dots are placed on lights and appliances to further aid (remind) staff of 'switching off'.

3

4



SKYLIGHTS

Are in place in our manufacturing facility in Somersby.

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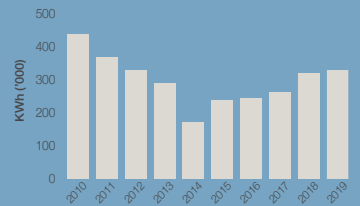
MONITORING

We continue to monitor energy use at all sites to ensure we're on track to meet our yearly targets.

WE'VE CONTINUED TO MONITOR OUR ENERGY AND OUR WASTE.

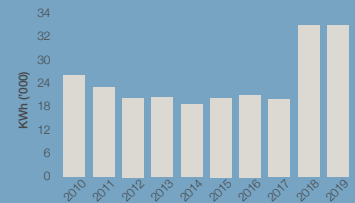
ENERGY FIGURES FOR SOMERSBY (MAIN MANUFACTURING SITE)

We've achieved an incredible 82% improvement since we started recording our energy consumption in 2010.



ENERGY FIGURES FOR HEAD OFFICE (SYDNEY)

We achieved a 49% improvement since we started recording our energy consumption in 2010.



All figures are based on production figures and are recorded for a calendar year.

THIRD PARTY VERIFICATION



COMPANY ENVIRONMENTAL CERTIFICATION

E.M.UTICK HAS BEEN CERTIFIED TO AS/NZ ISO14001 EMS SINCE 2009. CERTIFICATION TO THIS STANDARD GIVES OUR CLIENTS ASSURANCE THAT WE:

- ▶ Are aware of our major environmental impacts.
- ▶ Have operational controls in place to lower our environmental impacts (e.g. recycling program, water tanks, dust control, solar panels, led lighting).
- ▶ Have annual targets to address all major environmental impacts.
- ▶ Strive for continual improvement.
- ▶ Are audited annually by Global Mark to ensure we comply with the ISO14001 Standard.

In 2009 we engaged the services of a specialist Sustainability Consultant who assists us with our environmental and social compliance requirements.

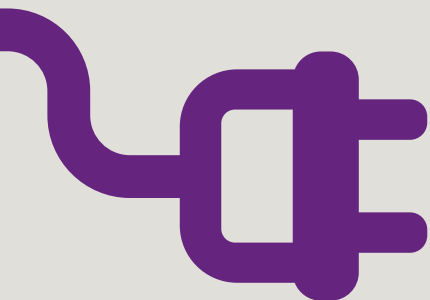


PRODUCT ENVIRONMENTAL CERTIFICATION

GLOBAL GREENTAG CERTIFICATION – WORKTOPS

E.M.UTICK ACHIEVED ITS FIRST ENVIRONMENTAL PRODUCT CERTIFICATION IN 2008. SINCE THEN, E.M.UTICK HAVE PARTNERED WITH GLOBAL GREENTAG GREENRATE AND ACHIEVED LEVEL A (21) CERTIFICATION. ASSESSMENT CRITERIA INCLUDES:

- ▶ Low toxicity.
- ▶ Social and environmental LEGAL COMPLIANCE.
- ▶ COMPLIANCE SUPPLY CHAIN for human rights and health and safety.
- ▶ Compliant ENVIRONMENTAL CLAIMS.
- ▶ FITNESS FOR PURPOSE.
- ▶ REPLACEMENT PARTS.
- ▶ PRODUCT STEWARDSHIP PROGRAM.
- ▶ DESIGN FOR DISASSEMBLY.
- ▶ LOW PRODUCT EMISSIONS – FORMALDEHYDE AND VOC'S.



GREEN BUILDING COUNCIL OF AUSTRALIA

GREEN STAR RATING TOOLS

Products that are certified under GBCA recognised product certification schemes, e.g. Ecospecifier GreenTag GreenRate can help to achieve the following Green Star credits.

GLOBAL GREENTAG GREENRATE IS A PRODUCT CERTIFICATION SCHEME RECOGNISED BY THE GREEN BUILDING COUNCIL OF AUSTRALIA (GBCA). E.M.UTICK ACHIEVED LEVEL A GREENTAG GREENRATE CERTIFICATION IN 2010 FOR THEIR WORKTOPS.



Design and As Built v1.2 and Interiors v1.2 Green Star Rating Tools

Sustainable Products Credit

Aim of this credit is to encourage sustainability and transparency in product specification.

Third Party Certification –

Utick worktops may contribute towards the Sustainability Factor (SF) for workstations and tables. Case goods and mobile pedestals give a Sustainability Factor (SF) of 0.50.

TRANSPARENCY AND SUSTAINABILITY INITIATIVE	SUSTAINABILITY FACTOR (SF)
Reused Product	1.00
Recycled Content Product	1.00
Environmental Product Declaration – Product-specific	0.75
Environmental Product Declaration – Industry-wide	0.50
Level A Third party Certification	1.00
Level B Third Party Certification	0.75
Level C Third Party Certification	0.50
Stewardship Program	0.50

Indoor Pollutants Credit

The aim of this Green Star credit is to recognise projects that safeguard occupant health through the reduction in internal air pollutant levels.

Two points are available where at least 95% of all engineered wood products meet stipulated formaldehyde limits.

NB: In addition to meeting the Indoor Pollutants criteria, E.M.UTICK'S WORKTOPS have been tested, and are low VOC. This also lowers indoor air pollutants and creates a healthy indoor environment.

Performance v1.2 Green Star Rating Tool

Procurement and Purchasing - Refurbishment Materials

To encourage the measurement and reduction of the environmental impacts of materials used in the building operations, maintenance and upgrades.

1 point is available where refurbished and maintenance materials are purchased in accordance with the procurement framework during the performance period.



SUMMARY



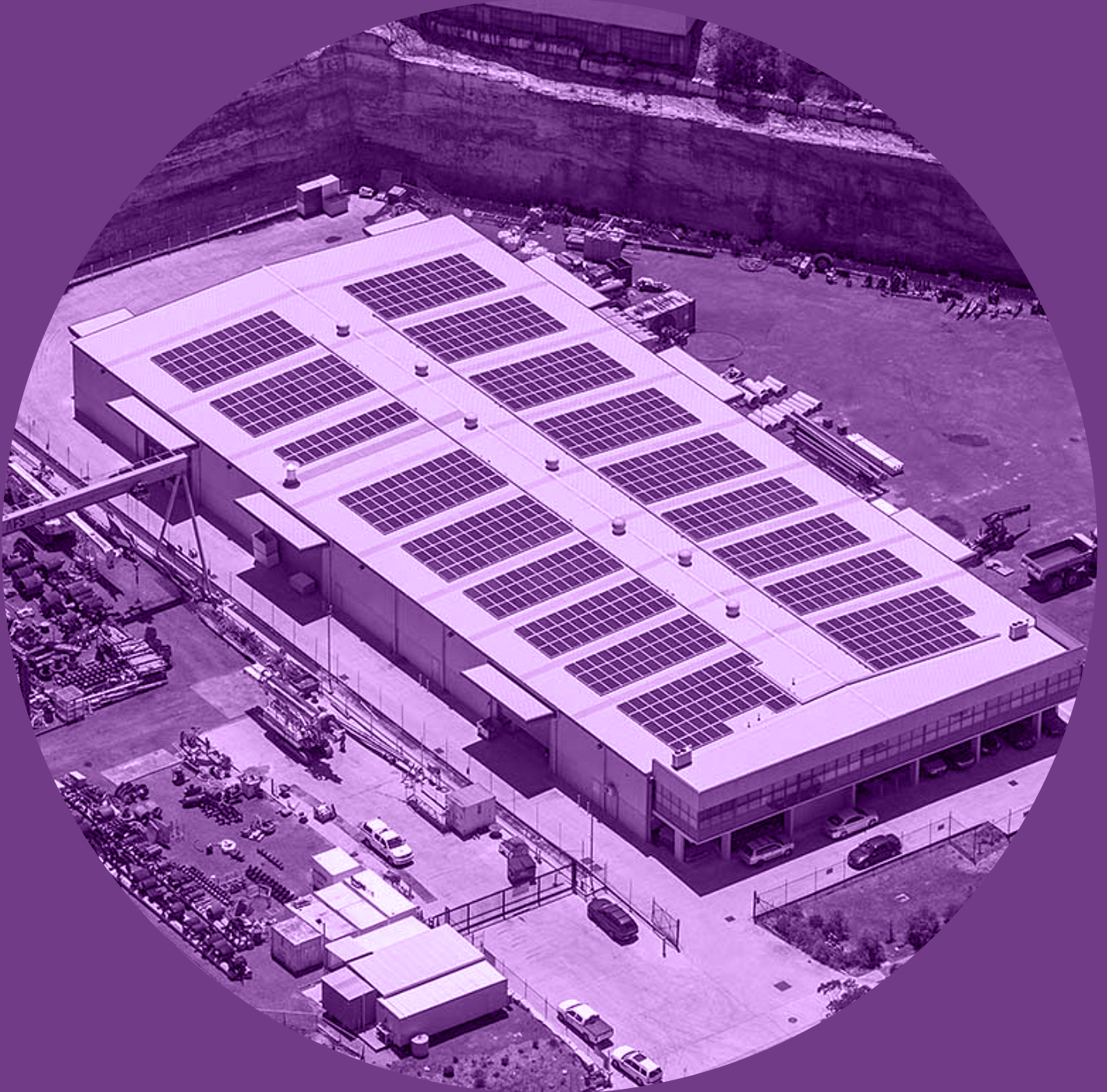
We are not a big company, and our risks are low, though we're still committed to lowering our environmental impacts. We have made some great gains, but will continue to monitor and set targets for further reductions.

There is a strong commitment from all involved, management, staff and

consultants. We all work together to strive to do the best for our society and the environment, both here in Australia and also within our supply chain.

E.M.UTICK realises there is an enormous opportunity for us to engage with our suppliers and contractors to assist them in understanding the benefits of

being responsible for workers health & safety and the environment. This is what's important to us.



UTICK PTY LIMITED

✉ (02) 8737 8155

🖨 (02) 4372 1306

☎ mail@utick.com.au

Office: 5/89 Derby Street, Silverwater, NSW, 2128, Australia

Factory: 6 Vere Place, Somersby NSW 2250