

Product Stewardship Policy

Responsible life cycle management

Zenith Interiors and its manufacturing partners are committed to responsible life cycle management and the core principles of Product Stewardship and Extended Producer Responsibility.

As a producer and supplier of high-quality commercial furniture, Zenith Interiors understands that corporate social and environmental responsibility goes beyond the point of sale and warranty periods.

Our Product Stewardship policy seeks to maximise furniture life cycle environmental performance through very specific measures and customer-oriented services that are informed by the Waste Minimisation Hierarchy, as well as related resource efficiency objectives. To this end, waste avoidance and resource recovery underpin our Product Stewardship policy and operations.

Our starting point is focused on extending overall product life and maximising opportunities for reuse and refurbishment wherever possible and appropriate for customers. This includes offering remarketing and refurbishment solutions that enable and effective second and third life for our furniture products.

In conjunction with our manufacturing partners and suppliers we will take back less costs to our commercial customers all Workstation Products and recycle in the following ways, noting that wherever possible alternatives to sending products to landfill will be implemented.

More specifically our Product Stewardship options include:

- Refurbishment of furniture products for possible reuse by existing customer or on selling/remarketing to new customers.
- On selling or donation of Workstations in existing condition to other Commercial Business or Organizations.
- Disassembly of furniture products for component and/or materials reuse in new product manufacturing.
- Disassembly of furniture products for materials recycling by approved operators/recycling companies.

The Zenith Interiors Product Stewardship policy is very much about extending product life, maximising resource use efficiency, and diverting end-of-life furniture product away from landfill. This will deliver a consistent range of environmentally enhanced furniture products, which will also meet specific requirements through the Green Building Council of Australia's Green Star Office Interiors rating tool.

We will continue to refine, improve and expand our Product Stewardship initiatives to provide cost effective life cycle management solutions that are environmentally beneficial and economically sensible.



Greg McDonnell

Group Managing Director

Date: 24/01/2022

Next Review: 01/07/2023

Product Stewardship Agreement

Project-based

This Product Stewardship Agreement is in accordance with Zenith Interior's Product Stewardship Policy. Zenith Interiors recognises the environmental significance of product life cycle management and our furniture recovery and processing services reflect this approach. This document confirms the specific scope and extent of the Product Stewardship services offered/tendered in relation to this project/fitout.

SECTION 1 : FURNITURE PRODUCT SUBJECT TO THE AGREEMENT

- | | | |
|--------------------------|---------------|-----------------|
| <input type="checkbox"/> | Workstations | Quantity: |
| <input type="checkbox"/> | Tables | Quantity: |
| <input type="checkbox"/> | Storage units | Quantity: |
| <input type="checkbox"/> | Screens | Quantity: |
| <input type="checkbox"/> | Seating | Quantity: |
| <input type="checkbox"/> | Other : | Quantity: |

SECTION 2 : EXTENT AND SCOPE OF SERVICES TO BE PROVIDED

- A. Coordinate de-installation
- B. Coordinate collection and removal from site
- C. Coordinate resale/auctioning or remarketing of product
- D. Coordinate donation of product to socially oriented/community based organisation
- E. Coordinate full product refurbishment and/or remanufacturing for resale/remarketing
- F. Coordinate product disassembly for component/part reuse
- G. Coordinate product disassembly for materials recycling and processing
- H. Other:

SECTION 3 : SPECIAL NOTES

i) The Customer/tenant <insert organisation name> shall bear the full costs of any activity associated with de-installation, collection and removal of furniture products as specified in Sections 1 and 2.

ii) Standard labour rates (of the day) will be applied/charged to any activity specified in Section 2 and undertaken by Zenith Interiors in order to deliver the client sanctioned Product Stewardship service(s).

iii) The Customer/tenant <insert organisation name> will be responsible for the safe removal of all power, data and communications cables/wiring prior to Zenith Interiors de-installing any furniture product subject to Product Stewardship services specified in Section2. The Customer/tenant <insert organisation name> shall bear the costs associated with undertaking such work.

iv) Any and all proceeds arising from any of the Product Stewardship services specified in

Section 2 remain under the control of Zenith Interiors.

v) Subject to agreement in writing by all parties, cost attribution other than that noted above can be negotiated between Zenith Interiors and the Customer/tenant <insert organisation/customer name>.

Signed By:

<Customer representative name>

<Organisation>

<Approved Date>