



OSI Office & Educational Furniture

Sustainable Products policy

OSI is an office product & education furniture supplier. We recognise the importance of operational and supply chain sustainability through our participation in the Weaver sustainability programme. We are committed to minimising the environmental impact, increasing the sustainability of our operations and complying with all relevant product legislation.

At **OSI**, we are committed to becoming a leader in sustainable product supply by prioritising environmentally responsible products, empowering customers with transparent information, and embedding sustainability into all purchasing and sales decisions.

Jody Walker is our Sustainable Products champion and is responsible for ensuring that the sustainable products policy is implemented. However, all employees in their area have a responsibility to ensure that the policy's aims and objectives of the policy are met.

OSI has established key practices to support sustainable products, including:

- Commitment to **increasing sales of products with environmental credentials**
- Ensuring **product sustainability information is visible and accessible online**
- Promotion of **products with FSC certification or recycled content**, particularly in paper ranges
- Internal encouragement to **use sustainable products within the workplace**
- Collaboration with **suppliers to understand their environmental initiatives and codes of conduct**
- Adoption of an **Environmentally Preferred Purchasing (EPP) policy**
- Consideration of:
 - Packaging impacts
 - Raw materials used
 - Ethical sourcing practices
- A target approach where products aim to have:
 - **≥ 60% recycled content**, or
 - **≥ 80% recyclability**, where feasible
- Ongoing commitment to **training staff** on sustainable procurement processes
- Monitoring product performance and environmental impact
- Engaging with suppliers to drive innovation and improvement
- Listening to customer and employee feedback
- Updating policies and criteria in line with best practices
- Expanding education and awareness across the organisation

Our actions will be communicated to our employees, clients and suppliers through use of our website, general communications, promotions, social media and regular staff meetings. This sustainable products policy will be made available to all members of staff so they can see our commitments, initial actions and the subsequent results. A full review of this policy will take place on an annual basis.



We provide regular training to our staff to ensure that they are kept informed and included in our sustainable products activity. New staff receive sustainable products training as part of their induction. In addition, we will communicate with our wholesalers and suppliers to agree how they can support our environmental objectives and targets.

Signed: J Walker

Position: Internal Operations Manager

Date: 31/03/26

Date of Review: 31/03/27