



OSI Office & Educational Furniture

Single-use Packaging policy

OSI is an **office products and educational 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 single-use packaging legislation.

At **OSI**, the single-use packaging used in our operations primarily consists of mixed dry recycling, including packaging from our deliveries and take-back services following installations. We ensure that all of this packaging is responsibly recycled. We also assess other waste types, such as plastic wrap, pockets, food packaging or cans, before disposal. Our goal is to either reuse or recycle these items or collaborate with our employees and suppliers to eliminate them.

Jody Walker our Single-use Packaging champion is responsible for ensuring that the single-use packaging 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 strong foundations in environmental responsibility, including:

- Commitment to **reducing single-use packaging** across operations
- **Take-back initiatives** to remove packaging materials following furniture installations
- Prioritisation of **eco-friendly disposal methods** on-site
- Certification to **ISO 9001 (Quality Management)** and **ISO 14001 (Environmental Management)**
- Active collaboration with **suppliers to reduce unnecessary packaging** and introduce sustainable alternatives
- A **robust waste management system** with a target of **zero waste to landfill**
- Measurement and tracking of **different waste streams** to inform decision-making
- Review processes in place to ensure waste is handled appropriately before disposal
- Provision of **reusable cutlery, cups, glasses, and containers**
- Encouragement of **on-site kitchen use** to reduce reliance on pre-packaged food
- A culture of **reuse and recycling**, with openness to new ideas and innovations
- **Regularly reviewing waste data** and identifying reduction opportunities
- **Encouraging innovation** from employees and suppliers
- **Staying aligned** with evolving environmental standards and best practices
- **Investing** in sustainable solutions and partnerships
- **Maintaining transparency and accountability** in reporting

An action plan will be communicated to our employees, clients and suppliers through use of our website, general communications, social media and regular staff meetings. This single-use packaging 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 single-use packaging activity. New staff receive single-use packaging training as part of their induction. In addition, we will communicate with our 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