ENVIRONMENTAL PRODUCT DECLARATION

In agreement with ISO 14025:2006,
PCR Basic Module CPC Division 38: Furniture; other transportable goods

ENVIRONMENTAL PRODUCT DECLARATION OF

METAL TAMBOUR CABINET

REV. 0 Date 1st May 2011
Number: 7110008
Organization: TECHO, a.s.  Registration No. / VAT No.
49240056 / CZ49240056

Address  U Továren 770/1b
102 00 Praha 10
Czech Republic

Statutory body
EPD representative  Roman Škába, quality manager
Contact  Phone: +420 267 290 111
Fax: +420 272 704 218
e-mail: info@techo.cz
www.techo.cz

Product:
Use: Metal Tambour Cabinet
Storage system for personal use
Weight /kg/: 57.6
Product lifetime /days/: The products are under warranty for 730 days.
Hazardous substance contents: Yes/No
UN CPC: CPC Division 38: Furniture; other transportable goods
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1.2 The reference PCR document  
1.3 Registration number  
1.4 Date of publication and validity  
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1.6 Information about the year or reference period of the underlying data to the EPD  
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1 PROGRAMME RELATED INFORMATION

1.1 NAME OF THE PROGRAMME AND PROGRAMME OPERATOR
CENIA, česká informační agentura životního prostředí
Litevská 1174/8
100 05 Prague 10
Czech Republic
tel.: 267 225 226
fax: 271 742 306
info@cenia.cz
www.cenia.cz

1.2 THE REFERENCE PCR DOCUMENT
The reference documents for this EPD are General Programme Instructions (IEC 2008) and Product Specific Requirement for furniture (PCR CPC:38 2010) and for parts of furniture (PCR CPC:38160 2009). Product Category Rules (PCR) are specified for specified information modules "gate-to-gate", so called core modules. The structure and aggregation level of the core modules is defined by the United Nation Statistics Division - Classification Registry CPC codes (http://unstats.un.org).

1.3 REGISTRATION NUMBER
The registration number of this EPD is: 7110008

1.4 DATE OF PUBLICATION AND VALIDITY
The publication date of this EPD is: 1.5.2011
This EPD is valid until: 30.4.2014

1.5 GEOGRAPHICAL SCOPE OF APPLICATION OF EPD
The geographical scope of this EPD is fully international.

1.6 INFORMATION ABOUT THE YEAR OR REFERENCE PERIOD OF THE UNDERLYING DATA TO THE EPD
The reference period to this EPD is year 2010. Data shown below refers to 2010 and have been collected directly from the TECHO, a.s. Other data used from the GaBi database (PE International 2010) were taken.

1.7 REFERENCE TO THE WEBSITE
Caring for the environment has long been an integral part of our business practice and TECHO is recognised as a pioneer of responsible environmental management in its field in Central and Eastern Europe. Caring for the environment is not just good business practice but is a vital component of any company's social responsibility. We are continually striving to reduce the environmental impact of our operations as well as making our products environmentally friendly themselves. We consider the current environmental regulations a starting point and in all our operations we attempt to exceed these minimum requirements.

Environmental harmlessness is an integral part of our definition of quality. Continual improvement is a doctrine we live by on a day-to-day basis.

COMPANY DETAILS

The Metal Tambour Cabinet is produced by TECHO, a.s. located in Prague, Czech Republic.

TECHO, a.s.
U Továren 770/1b
102 00 Praha 10, Czech Republic

tel.: +420 267 290 111
tel./fax: +420 272 704 218

Registration No. / VAT No.: 49240056 / CZ49240056

The company is recorded in the Company Register kept by the Regional Court in Prague, Section B, File 1952.

COMPANY PROFILE

TECHO, a.s. is one of the largest companies providing comprehensive services in the area of the furnishing of commercial interiors in Central and Eastern Europe and is also a major manufacturer of office furniture in the Czech Republic. The largest export market for TECHO products is the United Kingdom where a combination of quality, price and customer service have facilitated the UK office in winning numerous prestigious orders. Its customers include major banks, financial institutions, international companies and government organisations. For further information visit: www.techo.com.

TECHO ENVIRONMENTAL POLICY STATEMENT

TECHO is committed to being a leader in its field with respect to responsible and sustainable environmental management. This means that we are continually looking for ways to improve – even where we are operating well within EU standards. We are also very much engaged in the environmental debate and we try to anticipate environmental legislation through advanced compliance.

We take a holistic approach to our environmental responsibility. This means that our policy relates not just to operations in our factory. We also apply our rigorous environmental standards to suppliers. This ensures that they too must look at the environmental impact of their operations. What happens to our products after they leave the factory gates is also our concern. We take care to ensure the most environmentally friendly form of transport and packing and our products are designed to be recycled. We also offer a renovation program for used furniture that would otherwise be disposed of.

Whilst we are proud of our record on the environment we are fully aware that this is an area that is developing very rapidly. It is certain that in 10 or 20 years time what is considered environmentally friendly today will be considered poor or even inadequate. Our customers are demanding ever greater efforts on the part of their furniture suppliers to reduce environmental impact. We are therefore committed to the continual improvement of our environmental record in order to remain a trend setter in this field rather than a trend follower.
METAL TAMBOUR CABINET

SPECIFICATION OF THE PRODUCT

These are designed for furnishing offices, archives, medical centres etc. The cabinets are therefore manufactured in height modules of 735 mm, 1080 mm and 1780 mm (with plinth) and width modules of 800 mm, 1000 mm and 1200 mm. These metal cabinets are characterised by fire resistance, long service life, low transport weight, visual simplicity and good stability. As standard the cabinets are supplied with levelling adjustment. A wide variety of internal fittings are available giving the system great flexibility. These internals include fixed and pull-out shelves, fixed and pull-out frames, drawers and wardrobe fittings. The carcass is made of deep-drawn 0.8 mm steel sheet and finished with a powder coating in RAL9004 (black), RAL9007 (gunmetal) or RAL9022 (silver). The tops of the steel cabinets are made from MFC. Shelves are made from 0.8 mm steel sheet, frames and drawers from 1.3 mm steel sheet.

DECLARED UNIT

According to the PCR (PCR CPC:38:2010), the functional/declared unit is 1 piece of storage system with proportions of 800 × 1762 × 450 mm for its average life time 10 years. The declared unit is including packaging and transport to a customer following with end-of-life treatment of materials.

CONTENT OF MATERIALS AND CHEMICAL SUBSTANCES

The hazardous chemical substances are not present in the product. The Metal Tambour Cabinet consists of woodfibre board, aluminium and steel parts and small plastic parts. The packaging for transport is PE film and paper.

COMPARISONS OF EPDS WITHIN THIS PRODUCT CATEGORY

EPDs from different programmes may not be comparable.

VALIDITY OF THE EPD

The validity of this EPD is till 30.4.2014
The LCA calculations rules used for this declaration outlines the overall requirements to follow for the international EPD® system. These rules follow the international standards ISO 14040 and ISO 14044. The international EPD® system has adopted an LCA calculations procedure which is separated into different life cycle stages:

- Upstream processes (from cradle-to-gate)
- Core processes including upstream and downstream infrastructure (from gate-to-gate)
- Downstream processes (from gate-to-grave).

The reference LCA study for this EPD is TECHO LCA (Kočí 2011). The product system for this LCA has been described by using specific data when available; generic data have been used in accordance with PCR and GPI requirements. All environmental performance is reported per declared unit.

### 3.1 USE OF RESOURCES

Table 1 reports the main consumption of resources for Metal Tambour Cabinet life cycle. Use of resources in kg/D.U and in MJ/D.U. is expressed. All energy data are expressed as gross caloric value. Electricity consumption during manufacturing (core) processes is expressed in MJ/D.U.

### 3.2 POTENTIAL ENVIRONMENTAL IMPACT

Reports results of environmental impacts of Metal Tambour Cabinet resulted from characterization models recommended by EPD® programme (CML2001).
3.3 OTHER INDICATORS

3.3.1 MATERIAL SUBJECT FOR RECYCLING
During the production of D.U. of Metal Tambour Cabinet 0,963 kg/D.U. of woodfibre desk is collected and send for recovery. Additional 0,14 kg/D.U. of woodfibre desk scrap is send for energy recovery.

3.3.2 HAZARDOUS AND OTHER WASTE
During the core module of Metal Tambour Cabinet following wastes are produced:

| Hazardous waste, paint residuals: | 0,414 kg/D.U. |
| Other waste: | 0,039 kg/D.U. |

3.3.3 TOXIC SUBSTANCES
Table 3 Emission of dioxins and heavy metals to air and fresh water are expressed in kg/D.U.

<table>
<thead>
<tr>
<th>Mass [kg]</th>
<th>Metal Tambour Cabinet suma</th>
<th>Core module</th>
<th>Downstream module</th>
<th>Upstream module</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy metals to air</td>
<td>3,44E-04</td>
<td>1,13E-05</td>
<td>1,53E-05</td>
<td>3,18E-04</td>
</tr>
<tr>
<td>Dioxins to air</td>
<td>5,67E-10</td>
<td>1,41E-16</td>
<td>1,36E-15</td>
<td>5,67E-10</td>
</tr>
<tr>
<td>Heavy metals to fresh water</td>
<td>8,59E-01</td>
<td>8,99E-03</td>
<td>8,28E-01</td>
<td>2,15E-02</td>
</tr>
<tr>
<td>Dioxins to fresh water</td>
<td>1,28E-08</td>
<td>6,74E-22</td>
<td>-9,72E-21</td>
<td>1,28E-08</td>
</tr>
</tbody>
</table>
ADDITIONAL ENVIRONMENTAL INFORMATION

Recommended treatment of the product after use: the woodfibre board shall be disposed in incinerator with energy recovery system. Aluminium and steel parts shall be separated and use as secondary material. Packaging material – paper and polyethylene film shall be sorted and sent for recycling.

TECHO, a.s. has established and applied a combined management system for development, production, sales and services of products. An audit was performed, certificate No. 048/QMS/2011. Proof has been furnished that the requirements according to EN ISO 9001 and ISO 14001 are fulfilled.

Obtained certificates EN ISO 9001 and 14001, and the commitment of all of the company’s staff to quality give the customers a guarantee of a standard quality of products.

TECHO, a.s. has established and applied an Occupational Health & Safety Management System for development, production, sales and services of products. An audit was performed, certificate No. 048/SMBOZP/2011. Proof has been furnished that the requirements according to OHSAS 18001 are fulfilled.

Obtained certificates RESPONSIBLE CARE, in industry. TECHO are oriented for enhancement of environmental, health and safety.

MANDATORY STATEMENT

The same product environmental declarations from different programmes may not be comparable.

VERIFICATION

<table>
<thead>
<tr>
<th>PCR Basic module CPC Division 38 review conducted by:</th>
<th>International EPD® system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent verification of the declaration and data according to ISO 14025:</td>
<td>EZÚ</td>
</tr>
<tr>
<td>Accredited by:</td>
<td>ČIA</td>
</tr>
</tbody>
</table>

MEANS OF OBTAINING EXPLANATORY MATERIALS

For information about this environmental declaration:
Ing. Roman Škába,
Tel.: +420 737 218 680
e-mail: skaba@techo.cz

For information on TECHO, a.s. contact:
Tel./Fax: +420 272 704 218
e-mail: info@techo.cz
It is the policy of TECHO to:

- minimise the environmental impact of the company’s operations;
- ensure the elimination or minimisation of any emissions or effluents from our operations which may cause environmental damage, which includes CO₂ emissions;
- conserve energy by reducing consumption and increasing efficiency;
- encourage effective purchasing to minimise waste and prioritise materials that can be recycled;
- establish and maintain effective waste management procedures;
- introduce procedures to ensure compliance with legal regulations and standards concerning the environment;
- continually assess and improve of our Environmental Management System (EMS);
- monitor environmental performance and use the information obtained to make improvements where necessary;
- implement a policy of avoidance, recycling and disposal - in that order of preference - with respect to waste;
- design environmentally friendliness into our products;
- make all employees aware of the environmental impact of their actions and decisions and empower them to act in the most environmentally friendly way.

Our Environmental Policy is applied to all aspects of our operations.
PRODUCTION

At the heart of our operations is the TECHO production facility and headquarters in Prague. This site was acquired by TECHO in the early 90s and since then the production facility has been totally modernised into what is now a state-of-the-art furniture factory. This is a process that is still continuing and our major shareholders, the Dutch office furniture giant Royal Ahrend, has approved further investment into modern production machinery.

GENERAL POINTS

- because our factory is located within the city boundaries of Prague, and in a residential area, we are subject to stricter environmental standards and greater attention from the environmental protection authorities. This provides extra assurance to our customers that we fulfil all the applicable European environmental standards;
- over the past 10 years we have invested significant sums of money in making our factory environmentally friendly. With respect to air and water pollution our factory works to Scandinavian standards, which are significantly stricter than the EU standards. Our emissions are only 10% of the limit permissible according to EU standards.

Various processes that were in the past a standard part of furniture production but which today are identified as damaging to the environment are being phased out or restricted. One example of this is the use of volatile organic compounds (VOCs):

- over the past 10 years TECHO has invested millions of crowns in improving finishing technologies in our metal production operations. We now use powder-coat paint for applying paint to metal furniture components, which has resulted in our metal furniture operations being practically VOC free;
- the powder coating machine with air filters ensures that 97% of all the powder is actually used on the product. This is the highest standard currently possible with this technology. The recovery performance is checked and measured twice a year;
- overspray is collected and reused;
- where possible we now use solvent free glue.

In order to make our factory operations more environmentally friendly:

- we try to minimise the use of all products made from hydrocarbons such as plastics, synthetic materials etc.;
- we limit the use of processes that use heavy metals such as chrome etc.;
- all our fork-lift trucks and similar vehicles used on site run on gas with catalytic converter or are electric powered;
- the internal factory environment is kept clean and safe as part of our health and safety program;
- we reduced the noise pollution and increased energy efficiency in the factory by replacing an old reciprocating compressor with a modern rotary screw compressor with advanced regulation;
- our chipboard material is E1 class for formaldehyde emission. This contributes to both a safe factory environment and a office environment in which our furniture is used;
- our employees are educated to save electricity by turning off lights and machinery when not required.
ISO 14001

In its Quality Policy, TECHO a.s. advocates rigorous adherence to environmental regulations and the protection of the environment, which is also confirmed by acquisition of the certificate EN ISO 14001 and the designation “Environmentally Friendly Product”.

ISO 14001 specifies the requirements of an environmental management system (EMS) for small to large organizations. An EMS is a systemic approach to handling environmental issues within an organization. The ISO 14001 standard is based on the Plan-Check-Do-Review-Improve cycle.

In line with this certification TECHO:

- has assessed the environmental impact of its operations;
- has prepared its environmental policy;
- implements this environmental policy;
- regularly checks the policy and its operations and takes corrective action;
- performs management review of the whole system.

WOOD MATERIAL – C-O-C CERTIFICATION

As a furniture producer, the raw material we use most of in our production is wood. We do not and have never used any tropical hard woods in our production – not even for veneers. On principle we do not agree with such use of these precious resources.

We have always pursued our productions activities on the basis of the conviction that we should promote sustainable forest management. This conviction took concrete form when the company decided to subscribe to the C-o-C system and, after fulfilling the conditions set by the PEFC Council, which was verified by an independent auditor, it was awarded certification confirming implementation of a system ensuring verification of C-o-C (Chain of Custody) for wood. This system under the PEFC umbrella organisation promotes sustainable forest management. Under this system we can only purchase wood material from suppliers that are able to guarantee that the wood comes from non-controversial sources.

This guarantees that all our wood material comes from sustainably managed forests.

WASTE MANAGEMENT

Our policy is to design our products and production procedures to eliminate waste wherever possible. In any production operation, however, waste will be generated and we have systems in place to deal with this waste in a way that has minimum or no impact on the environment:

- all waste wood material is returned to the supplier for recycling;
- paper based packaging material is recycled;
- scrap metal is sent for recycling;
- the only environmentally hazardous waste is oil from the powder coating line degreaser. This is collected by a company authorised to dispose of such waste.

In our offices staff are encouraged to put waste paper or plastic bottles into the appropriate recycling bins provided in the workplace.
ENERGY CONSERVATION

We are aware that our electricity consumption has an impact on the environment in the form of CO2 and other emissions released when the electricity is generated. We therefore ensure that:

• machines are turned off when not in use;
• energy saving light bulbs are used;
• in many places lights are connected to motion sensors so they turn on and off automatically.

MANAGEMENT COMMITMENTS

• The company’s management creates the conditions to carry out, at suitable intervals, evaluations of the company’s objectives, products and processes, looking at their environmental impacts. Analysis of data from those evaluations leads to preventative and remedial measures being adopted to improve the environmental aspects of individual processes.
• The TECHO a.s. management undertakes to create the human, financial and material resources necessary to implement and improve its environmental policy.
• The company’s Board of Directors fully supports the implementation of the declared environmental policy

PEOPLE

To put our environmental policies into action we empower our workforce to take the necessary decisions and actions, and environmental protection is very much part of the corporate values of TECHO.

We provide our employees with the information and training necessary to understand and implement our environmental policy. We also strive to continually improve our environmental policy, which ensures that we consistently exceed the environmental requirements imposed on us by legislation and authorities.
TECHO PRODUCTS AND PRODUCT DEVELOPMENT

Key principles for the design of our products are that:

- the obtaining of the raw materials and components has no negative impact on the environment – e.g. wood from sustainable resources and the environmental auditing of suppliers;
- the production process has minimal negative impact on the environment – reduction of emissions, energy conservation etc.;
- the use of the products has no negative impact on the office environment;
- the end of life disposal of the products has minimal environmental impact – recycling, refurbishing, biodegradability etc.

Our design department continually checks the fulfilment of these principles during the product development process. We also continually review our existing products in an effort to improve compliance with our environmental principles. Our efforts in this area have been recognised by the fact that several of our products display the Czech ecco-label “Environmentally Friendly Product”. The right to use this ecco-label for specific products is granted by the Ministry of the Environment. In order to be granted this right of use, it is necessary to demonstrate the environmentally friendly characteristics of the given product.

Although the goal is the recycling or refurbishing of our products at the end of the useful life, they can also be disposed of in an environmentally friendly way. Fabric and wood material is biodegradable.

PRODUCT DEVELOPMENT

The design process is key to the implementation of our environmental policy. Our product development team work to reduce the environmental impact at each phase of the product life, including:

- Materials selection
- Manufacturing
- Product transport
- Use
- End of use

Materials selection:

- Elimination of harmful materials
- Reducing overall material content
- Preferential selection of easy to recycle materials
- Preferential selection of recycled materials
- Wood material must be from sustainably managed sources

Our environmental design policy starts with the choice of material. All wood material originates from sustainable resources – no tropical hardwoods are used – not even for veneers. In line with this policy we have obtained certification in accordance with the Chain of Custody (C-o-C) system organised by the PEFC Council (Paneuropean Forest Certification). We remain the only Czech furniture producer to have obtained C-o-C certification.

This system guarantees that:

- all wood material we use comes from sustainably managed forests;
- all suppliers we use must also be certified in accordance with this system.
In addition a large proportion of the wood based material we use is produced from wood chips/ sawdust and therefore is a by-product of other processes.

We give preference to material that can easily be recycled and we have currently achieved around 100% recyclable content by weight for our products. Our medium-term target is to reach 100% recyclable content. The recyclable materials we use include:

- steel
- aluminium
- wood material

It is not enough, however, to just have a high proportion of recyclable content. The product must be easy to disassemble into parts that can readily be recycled. Our products are designed with this in mind and can be quickly taken apart using standard tools.

**Manufacturing:**
- Products designed for easy low-energy consumption assembly
- Designs count on environmentally friendly processes – such as powder coating

**Product transport:**
- Products are designed to ensure maximum use of load space thus reducing the overall number of loads
- Products are designed to require minimum packaging material

**Use:**
- Products are designed so as not to pollute the office environment during use
- Designed for long-life – do not need to be replaced so often
- Easy to adjust and reconfigure to different layouts – again reducing the need for new furniture

**End of use:**
- Design for disassembly and recycling
- Components not recycled can be safely disposed of
- Worn components can be replaced to extend life of product
RENOVATION OF USED FURNITURE

In 1999 we launched a scheme for the renovation of old TECHO furniture. This involves the application of new powder coating, renovation of desktop finishes and replacement of worn hinges etc. This results in furniture that is as good as new but for much less energy consumption than the production of new furniture. It effectively extends the useful life of our products and reduces the environmental impact of furniture production. Refurbishing office furniture is not only good for the environment but it also makes financial sense:

- 30 – 50% cheaper than new furniture;
- 85%-95% less labour and energy used in refurbishing furniture than in manufacturing new furniture;
- the resulting quality is the same as for new furniture;
- natural resources conserved;
- waste reduced;
- in the US it is estimated that 3 million tons of office furniture are discarded every year, and this figure is likely to be similar in Europe. By renovating existing furniture the amount of furniture going to landfill can be reduced.

Environmentally friendly disposal of our products at the end of their useful life.

We provide all our clients with a breakdown of all the materials used in the supplied workstations with instructions regarding environmental disposal. As a standard service we offer the environmental disposal of all our products at the end of their life-cycle. We have specially trained technicians who disassemble all the products and sort the components in terms of material and then arrange for disposal. The final stage is the provision of a certificate confirming the environmentally friendly disposal of the products.

THE OFFICE ENVIRONMENT

We ensure that our products do not emit harmful levels of volatile organic compounds (VOC) or formaldehyde. All materials used in our products comply, and in most cases exceed, the applicable health and safety standards for office furniture.

SUPPLIERS

It is impossible to be truly environmentally friendly without paying attention to the environmental policies of suppliers.

- we give preference to suppliers that are also ISO 14001 certified and show that they are able to apply the ISO principles;
- all our suppliers of wood material are C-o-C certified;
- we audit all our suppliers twice a year and environmental responsibility is one of the 5 key criteria that they are judged against. If they fail to meet our environmental requirements we cannot purchase from them, even if they score well in the other categories.

We provide our employees with the information and training necessary to understand and implement our environmental policy. We also strive to continually improve our environmental policy, which ensures that we consistently exceed the environmental requirements imposed on us by legislation and authorities.
PACKAGING

We have devoted considerable effort to improving the packaging of our products. Initially our emphasis was on using environmentally friendly materials and limiting the use of plastic.

Once we achieved this we concentrated on actually minimising the consumption of packaging materials. We approached this through the use of reusable packing material and the designing of methods for transporting products with the bare minimum of packing material. We now pack our products for transport as follows:

- all domestic orders are supplied without individual packing of items. Protection is provided by returnable blankets;
- export packing for projects also involves a minimum of packing material. Potential contact points are protected (cardboard corners etc.) and a stretch wrap is used to secure items stacked on pallets;
- extensive separate packing of products is only used for long distance transportation over poor roads (e.g. shipments to parts of Russia, Romania etc.).

The company has set the ambitious goal of reducing the use of packing material each year by 10%. We have managed to achieve this even though our production output has been increasing by approx. 20% annually.

The use of less packaging enables us to make more efficient use of load space in lorries and thus reduces the total number of lorry loads required. The reduction in the use of packing material also reduces the problems associated with the disposal of this material.
The main references used to prepare this EPD are:

- IEC (2008). General Programme Instructions for environmental product declarations, EPD.

### 4.1 VALIDITY OF THE EPD

If changes in any of the environmental impacts are larger than +- 5% the EPD shall be adjusted. Regardless, the EPD shall be reviewed every three years. Next review is planned in year 2014.

This Environmental Product Declaration was generated by:

Vladimír Kočí, PhD
LCA studio
Vladimir.Koci@lcastudio.cz
ATTESTATION OF VALIDITY
ENVIRONMENTAL PRODUCT
DECLARATION

No.: 7110008

in accordance to ISO 14025 Environmental labels and declarations – Type III
environmental declarations – Principles and procedures

for product

Metal Tambour cabinet

PCR CPC:38 2010

produced by organization

TECHO, a.s.

U Továren 770/1b, 102 00 Praha 10, Czech Republic

because verified credibility of information, described in the Environmental Product Declaration (EPD) of: 01.05.2011
and attested in the report No.: 101518-01 of: 06.05.2011

The validity of the Attestation is limited till: 30.4.2014

30.5.2011

Prague

Miroslav Sedláček
Head of Certification Body

Stamp