

Product Stewardship Policy

Introduction Statement:

Baseline Commercial Furniture is committed to reducing the environmental footprint of its products and operation. As a manufacturer, this includes planning for and facilitating the recycling or disposal of the product at the end of its useful life.

This may be achieved, in part, by redesigning products to use fewer harmful substances, to be more durable, reusable and recyclable, to make products from recycled materials and to extend a products operational life.

Our products have been engineered to accommodate these principals and are the basis of the Baseline's Stewardship Policy and Life-cycle Management Plan.

The Baseline Product Stewardship program is focused on extending overall product life and ensuring reuse and refurbishment wherever possible and appropriate for customers. This includes offering remarketing and refurbishment solutions that enable an effective second and third use life for our designated products.

In conjunction with our manufacturing partners and clients products will be recycled in the following ways:

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

This policy is not a contract and does not in any way suggest that Baseline must partake in any agreement it may not wish to, for any reason it may have and is not obligated to express those reasons at any time.

This agreement is only valid once both parties have carried out their due diligence and both agree to the conditions outlined within the agreement document which required it to be signed only by authorised officers.

For further details including a copy of the draft agreement please contact the Operation Manager or Director on 03 9448 8078.

Naz Grimaldi

Director

Baseline Commercial Furniture

392 Victoria Street, North Melbourne VIC 3051

Product Stewardship Agreement

Re: Project:

Address:

Baseline will enter into a written Product Stewardship Agreement with the purchaser to accept product returned to our primary manufacturing plant in Victoria with the intention to re-use the product and/or component material and maximize the residual amount which is recycled.

This agreement will be subject to certain specific conditions that generally include the following conditions:

That the customer returns the product to our primary manufacturing plant in Victoria at their cost including but not limited to all disassembly, services termination, labour and transportation costs.

That the products are in their original state allowing for normal wear and tear and have not been altered or-finished.

That products are at the end of their service life and/or no more than 14 years from date of purchase has elapsed.

The owner of the product will be the original purchaser of new Baseline product (Ownership is non-transferable - second hand product is precluded).

During the life of the product all disassembly, maintenance or repair work must have only been carried out by Baseline. Should any such works have been undertaken by non-Baseline authorised representatives the Product Stewardship Agreement obligation is deemed null and void.

A minimum number of 30 products be returned per return, determination to be at Baseline's discretion.

Should there be any dispute whether the products meet the requirements stipulated within a client Product Stewardship Agreement; Baseline will have absolute discretion in the acceptance of the products.

Each individual client Product Stewardship Agreement will identify the product and number of components included within the Agreement.

In this Agreement the following product(s) are included in the provision of the contract:

In this Agreement any furniture not provided by Baseline or not listed above are excluded from the Product Stewardship contract.

Naz Grimaldi

Director

Baseline Commercial Furniture

392 Victoria Street, North Melbourne VIC 3051

Dated: