

National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



JARDAN



An Australian Government Initiative

Jardan Australia Pty Ltd

1st July 2014 to 30th June 2015

Declaration

To the best of my knowledge, the information provided in this Public Disclosure Summary is true and correct and meets the requirements of the National Carbon Offset Standard Carbon Neutral Program.

Michael Garnham

Managing Director

Type of carbon neutral certification: organisation

Verification

Date of most recent external verification/audit:

Auditor: Evan Stamatou

Auditor assurance statement link:

1. Carbon neutral information

Introduction

Jordan is dedicated to sustainability. This is founded in a passion for premium, Australian made furniture which, combined with a commitment to socially and ecologically responsible design, manufacture and total product lifecycle, resulting in pieces that are environmentally friendly.

Jordan is widely recognised for its sustainability credentials and enjoy a position as an employer of choice for many working in the sector. Some of our achievements include certification for ISO14001 and we have obtained Chain of Custody and can therefore supply AFS and FSC certified timber products. Almost our entire range is certified to Good Environmental Choice Australia (GECA) Level A ensuring our products meet high environmental standards including low emissions of VOC and Formaldehydes allowing our furniture to meet the requirements at the highest level for Green Building Council Greenstar projects. We gained recognition for our recycling endeavours which in its first year achieved a 75% reduction in waste to landfill.

Employing the philosophy of making small, meaningful changes every day, we aim to create big impact over time. We believe in making locally, acting mindfully and minimising all waste and by-product. It's about taking responsibility. This translates to the choice of materials in our products:

- Timber: All of our timber is available with either the FSC, AFS or EcoSelect label and is sourced from Australian and overseas mills. This ensures supply is regulated by both state and federal legislation and meets stringent requirements in terms of forest regeneration, biodiversity and the protection of native fauna.
- Foam and Feather: All of our foam is CFC Free and 100% recyclable. Seating and backing which is the largest foam component is also fire retardant. All feather and down used has undergone a ten stage washing and sterilisation process using 100% recycled water and is naturally biodegradable.
- Plastic: Glides as well as minor internal components are made from polypropylene and nylon which are both 100% recyclable.
- Upholstery: Fabrics are available from a range of manufacturers including those with environmental certification and ISO 14001. Leather can be sourced from tanneries which use organic dyes and chrome-free processing. Webbed backs and linings use interwoven natural hemp fibre, both recyclable, and biodegradable.
- Finishes: Water based stains are standard across the Jordan range and are essential for product to be GECA approved. Jordan also uses Natural oils and waxes as well which are non -toxic and food safe, (Osmo Polyx®-Oil The original Hardwax Oil is based on natural vegetable oils and waxes).

Resource efficiency and responsible management are core business at Jordan. Every ninety days our environmental management group measure, review and report on the following operational challenges:

- Raw material minimisation: Components, meterages and construction on methods are regularly reviewed for efficiencies and improvements.
- Waste minimisation: Fabric, foam, leather, paper, plastic and steel waste from production and administration is collected for reuse, reprocessing or recycling.
- Reuse: Jordan endeavours to ensure that each piece of furniture produced can be either rejuvenated or recycled, and thereby extending the life of the product. Jordan offers a re-upholstery and rejuvenation service further extending product life.
- Recycling: Our products are made out of timber, foam and feather. The timber can be reused for making smaller components. The foam can be sent back to the supplier to be

recycled into a different product (reconstituted foam). The feather used is naturally biodegradable.

- Product Stewardship: Jordan takes full responsibility throughout the life-cycle of our furniture. We will accept returns of products for reuse or recycling, which have reached the end of their useable life under our Care and Warranty agreement.

Over the past three years Jordan has undertaken a number of initiatives to address the greenhouse gas emissions associated with our business activities. This has included a detailed energy audit and a number of energy and resource efficiency measures designed to reduce greenhouse gas emissions. Some of these initiatives include:

- Energy efficiency switch off campaign – encouraging switch off of all electrical appliances/ lighting when not in use
- Timers on water boilers and other equipment
- Chilled bottled water coolers replaced with non-chilled filtered tap water devices
- Implemented Google mapping for deliveries to reduce travel and fuel usage
- Implemented Google mapping for sales reps to reduce travel and fuel usage
- Promote ride a bike day – encourage staff to cycle to work
- Carbon offsetting of some staff travel
- Green purchasing including carbon neutral paper
- Continuing recycling program reducing waste to landfill
- Lean manufacturing – 6 staff have completed training and now implementing measures
- Printing – Melbourne office staff now need to sign off at printer before printing to reduce waste
- New more efficient printer purchased
- Screen monitors set to sleep mode after 10 minutes of inactivity
- Fit out of a new retail show-room with high efficiency LED lighting and HVAC systems

Emission sources within certification boundary

An 'operational control' based approach to defining organisational boundaries has been employed. Under this approach, Jordan accounts for 100% of emissions from operations over which it has operational control. This determination follows the NGER method for defining operational control as "the full authority to introduce and implement:

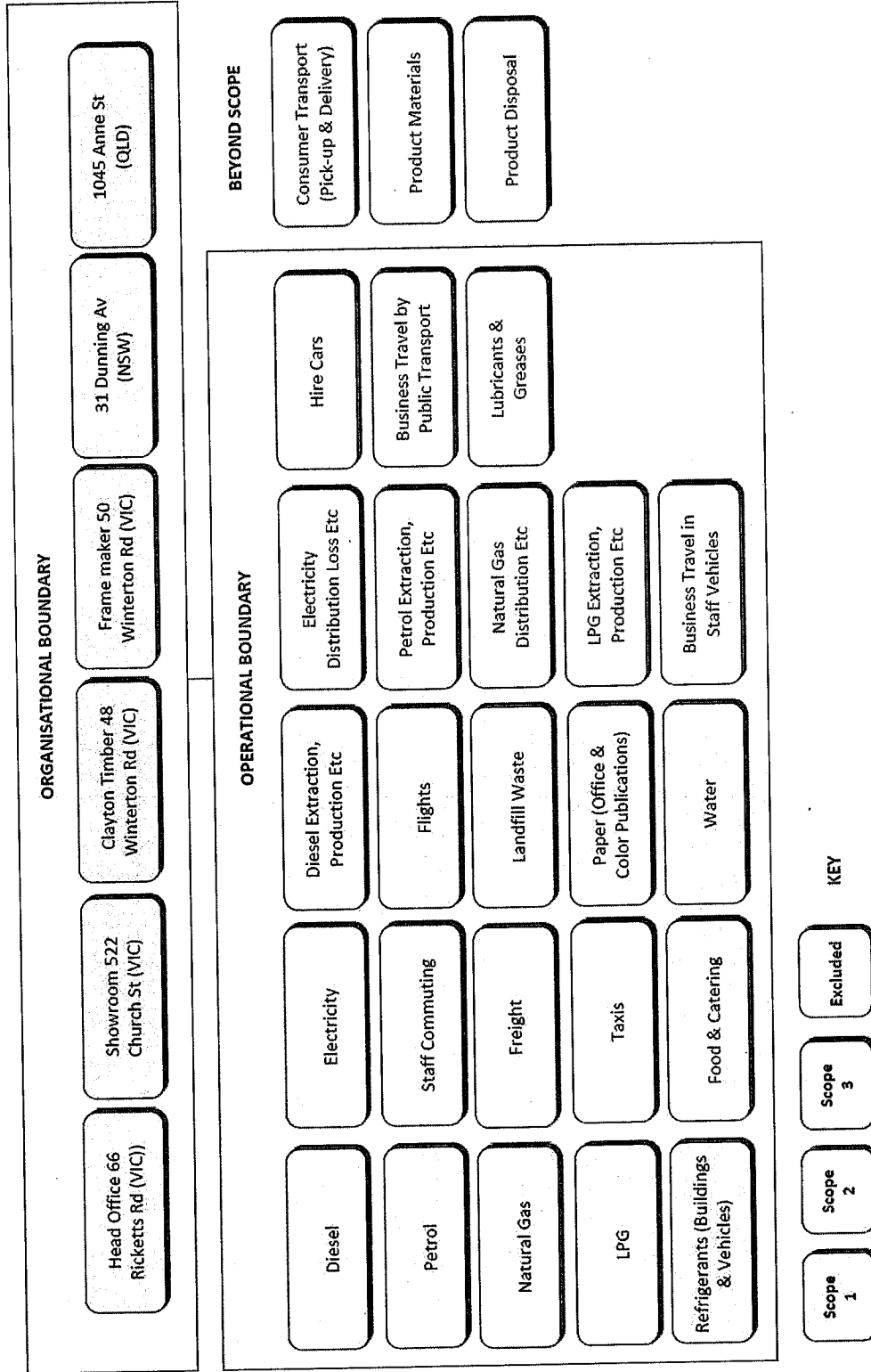
- Operating policies
- Health and Safety Policies
- Environmental policies

The organisational boundaries of the business are defined by senior management and for the purposes of the GHG inventory include a majority material business activities resulting in emissions (See Figure 1).

Jordan's sites lay within the following geographic boundary:

- Head office, Ricketts Rd Waverley (containing showroom, offices and upholstery production, VIC)
- Clayton frame maker (light manufacturing facility, VIC)
- Clayton timber manufacturing (chair, table and frame production, VIC)
- Richmond show room and retail outlet (VIC)
- Sydney showroom (NSW)
- Brisbane showroom (QLD)

Diagram of certification boundary



Boundary exclusions: Non-quantified sources

Emission source	Scope	Justification for exclusion & overall implications for footprint
Materials in products	3	Including emissions associated with input materials are not within operation control and beyond the scope of the organisational footprint disclosure. Emissions from products are highly dependent on individual items characteristics and therefore not feasible to estimate for a diverse range of products.
Business Travel by Public Transport	3	Jordan staff did not use any public transport for work purposes within the reporting period.
Lubricants and greases	1	Emissions from incidental use of non-energy sources such as lubricants and grease are excluded from the scope of reporting given that use of these materials are too negligible to quantify and therefore immaterial.
Disposal of products	3	Emissions associated with products once disposed to landfill (end of life cycle) are beyond the scope of an 'organisational' footprint disclosure and have not been estimated.
Consumer transport (pick & and delivery of goods)	3	Including emissions associated with consumer transport to and from the place of purchase are not within operation control and beyond the scope of the organisational footprint disclosure.

2. Emissions reduction measures

Part A. Emissions over time

	Base Year	Year 2	Current year
Scope 1	123.23	127.29	136.65
Scope 2	407.46	545.84	554.04
Scope 3	570.06	628.21	658.36
Total	1,100.75	1,301.34	1,349.05
tCO ₂ -e/ FTE	11.1	11.9	11.8

Part B. Emissions reduction strategy

Jordan has an ongoing commitment to carbon neutrality. Our approach to carbon management is aligned with the best practice emission reductions principles. This includes the prioritisation of emission reductions opportunities using the hierarchal framework as presented in Table 2.

Table 2. Emissions reduction strategy

Measure	<p>The organisation's annual production of greenhouse gases will be comprehensively accounted for through a greenhouse gas emissions inventory. The inventory (and report) are developed based using the World Resources Institute World Business Council for Sustainable Development's Greenhouse Gas Protocol Corporate Accounting and Reporting Standard. This means the inventory and report are developed in a clear, factual, neutral, and understandable manner, based on clearly documented and archived information that constitutes a complete audit trail. Specific exclusions or inclusions are identified and justified, assumptions disclosed, and appropriate references provided for the methodologies applied and the data sources used.</p>
Set Objectives	<p>Objectives for managing/reducing emissions have been made and integrated into the business planning process through written policies and management plans. Stated objectives should be SMART: specific, measurable, achievable, realistic and timely.</p>
Avoid	<p>Implementation of emission management plans prioritise cost neutral, behavioural change actions which avoid the production of emissions. These 'low hanging fruit' opportunities will be implemented and their success will be documented and communicated.</p>
Reduce	<p>Efficiency options will be evaluated, implemented and monitored. Savings generated should ideally be re-invested into new energy and resource efficiency initiatives to generate further emission reductions.</p>
Switch	<p>Opportunities to de-carbonise energy sources we be assessed and implemented.</p>
Evaluate	<p>Progress is continually measured against set objectives using appropriate monitoring and accounting methodologies and transparent reporting processes.</p>
Offset	<p>The purchase of offsets aligns with the organisations culture and philosophy. A portfolio of offset products are procured and retired to meet emission reduction targets (if required).</p>
Report	<p>Progress against set objectives is reported over time to meet voluntary and/or NCOS certification obligations. This includes a description of emission reduction measures compared against the base year and how each are quantified. Jordan will provide a transparent appraisal of what has worked and what has not with disclosure of the management approach to address any issues or problems.</p>

Part C. Emissions reduction actions

Table 3. Emissions reduction measures implemented in the current reporting period					
Year completed	Emission source	Reduction measure and calculation method	Scope	Status	Reduction t CO ₂ -e
2014-15	Electricity	Company-wide switch off campaign	2	Ongoing	Unknown
2014-15	Office paper	Purchase of Australian Paper (NCOS Carbon neutral Certified)	3	Ongoing	0.00
May 2015 - onwards	Diesel, Petrol, Staff Commuting	Eco Driver program training 6 staff to operate vehicles more efficiently. Savings calculated from changes in fuel consumption (L) before and after the training.	1&3	Ongoing	0.14
2015 (planned)	Electricity	Solar PV installation has been commissioned for 522 Church St, Richmond. Savings will be calculated from system monitoring data (kWhr) and billing data.	2	Planned	70.0
Total emission reductions implemented in this reporting period					0.14

3. Emissions summary

Table 4. Emissions Summary		
Scope	Emission source	t CO ₂ -e
1	Petrol	33.92
1	Natural Gas	47.10
1	Diesel	31.20
1	Refrigerants	22.92
1	LPG	1.51
2	Electricity	554.04
3	Staff Commuting	247.36
3	Freight	224.87
3	Waste	68.28
3	Flights (staff travel)	23.78
3	Paper Consumption	9.94
3	Food and Catering	5.77
3	Business travel in staff vehicles	2.09
3	Water	1.15

Table 4. Emissions Summary

Scope	Emission source	t CO ₂ -e
3	Taxis	0.72
3	Hire Cars	0.09
3	Electricity (distribution losses etc)	67.32
3	Petrol (extraction, production etc)	1.75
3	Diesel (extraction, production etc)	1.59
3	Natural Gas (extraction, production etc)	3.56
3	LPG (extraction, production etc)	0.09
Total Gross Emissions		1,349.05
GreenPower or retired LGCs		Not applicable
Total Net Emissions		1,348.96

4. Carbon offsets

Part A. Offsets summary

Table 5. Offsets Summary

Offset type and registry	Year retired	Quantity	Serial numbers
VCS (Waste handling and disposal)	2015	400	2610-114223113-114223512-VCU-005-APX-BR-13-897-29112010-03062011-0
VCS (Energy industries renewable sources)	2015	1,000	4049-173229246-173230245-VCU-009-APX-IN-1-1467-30032009-13022011-0
Total offsets retired			1,400
Net emissions			0
Total offsets held in surplus for future years:			0

Part B. Offsets purchasing and retirement strategy

Jordan will purchase and cancel a sufficient quantity of NCOS eligible offset units to offset the total emissions associated with our footprint for each reporting year. We will keep records of and disclose the offset units in a registry and record appropriate details to audit this cancelling activity (for example, registry name, serial number, cancellation certificate). These details will be reported as part of the public disclosure summary.

The purchase and cancellation of offsets will be completed within four months of the end of the reporting period and following the completion of that year's emissions inventory. The inventory will be used as the basis for quotation for the procurement of offsets for that year.

Jordan will adopt a conservative approach to offset procurement and purchase an additional 5-10% of abatement in addition to that required to meet carbon neutrality. In these instances, some offsets may be banked for future years at the discretion of Jordan. For this reporting period (2014-15), Jordan purchased an additional 51 units which will not be used in future reporting periods

