

ENVIRONMENTAL CHOICE AUSTRALIA LICENCE

Good Environmental Choice Australia Limited (GECA) manages a Type 1 Ecolabel program in accordance to ISO 14024 "Environmental Labels and Declarations" and is the owner of the Environmental Choice Australia Ecolabel.

A licence for the use of the Ecolabel is granted to a product where it has been verified by an independent conformity assessment body that the product meets the environmental performance criteria of a GECA standard.

Licence number: AOI-2014

Issued to: Access Office Industries

Issue date: 19 June 2014

Licensee since: 18 September 2009

Certified products:

Ausfile Vertical Filing Cabinets

Ausfile Ultra Filing Cabinets

Ausfile Stationary Cupboards

Ausfile Mobile Pedestals

Ausfile Lateral Filing Cupboards

Ausfile Tambour Cupboards

Ausfile Storage Lockers

Ausfile Locker Stands

Ausfile Pigeon Hole Unit

Ausfile Mobile Caddy

Eclipse Library Shelving

Eclipse Lynx Poly Chair

Eclipse Mobile Shelving

Eclipse E-Clip Shelving

Library Trolley

Planterbox

GECA standard: GECA 28-2010 v2.1 Furniture, Fittings & Foam

Address of head office: 10 Liddlelow Street
KENWICK WA 6107

Conformance assessment by: DLCS International

Licence expiry date: 4 June 2017



Rupert Posner

Chief Executive Officer

Good Environmental Choice Australia

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Good Environmental Choice Australia

Transforming the actions of business & consumers to drive a substantial increase in the sustainability of consumption

Conditions of your ENVIRONMENTAL CHOICE AUSTRALIA LICENCE

The Conditions of the licence to use the Environmental Choice Australia (GECA) Ecolabel are as stated in the following sections and under the document called “The Rules Governing the Use of the Environmental Choice Australia Ecolabel.”

In particular:

1. The certificate holder shall ensure that its production arrangements for the certified product and associated environmental performance standards detailed in the GECA 28-2010 v2.1 Furniture, Fittings and Foam standard are maintained in accordance with the requirements of the Australian Ecolabel Program.
2. The certificate holder shall keep GECA informed of any significant changes to its certified product, in particular of any changes in design or composition which would affect its environmental performance characteristics. GECA will liaise with the certificate holder to inform them of their options.
3. The certificate holder shall give and require the associated product and corporate officer to give the Conformity Assessment Body (CAB) and its authorised verifiers admittance and assistance in the verification and surveillance of:

The use of the Environmental Choice Australia Ecolabel

4. In order to maintain certification, the following conditions must be fulfilled:

The Conformity Assessment Body (CAB) must:

- Arrange periodic verification of the product and/or at the product manufacturing facilities; and
- Periodically confirm that certification should be continued.

Client organisation must:

- Make available product and production records for review;
- Use the Ecolabel and environmental claims in accordance with the GECA document called “The Rules Governing the Use of the Environmental Choice Australia Ecolabel.”
- Comply with the Good Environmental Choice Australia Scheme Rules requirements as advised to you from time to time by GECA;
- Have periodic verifications (surveillance audits) as agreed with the CAB at product manufacturing and project sites;
- Implement all corrective action as agreed with the CAB & GECA;
- Pay all licence fees within sixty days of invoice (licence fees are non refundable);
- Advise GECA promptly (within 30 days) of any changes to your product, associated manufacturing techniques or activities that may affect certification. GECA will then

refer this advice to an accredited CAB to assess continuing conformity with the requirements of the GECA standard;

- Maintain a record, accessible to the CAB, of all customer complaints, environmental monitoring records and corrective action relating to the certified product.
5. The CAB may conduct additional verification activities in accordance with the certification contract to maintain your certification if you change your products, or if GECA or they are advised of significant problems with your production system.
 6. Verification of compliance of certificate holders with changed certification requirements shall be achieved through either special verification activities or by inclusion in the next periodic verification after consideration of advice provided by the CAB.
 7. The certificate holder shall be entitled to use the Environment Choice Australia Ecolabel in accordance with the "Rules Governing the Use of the Environmental Choice Australia Ecolabel". The Ecolabel may not be used in an unauthorised manner.
 8. The certificate holder shall ensure that it does not use the Ecolabel in a way that could imply that other products or the company itself has achieved certification under the requirements of a GECA standard and inappropriately use Environmental Choice Australia Ecolabel.
 9. If the certificate holder fails to meet any of the conditions of certification listed in this Licence, GECA shall be entitled to suspend or withdraw the certificate and the applicant is entitled to appeal as detailed in the document, "Good Environmental Choice Australia Scheme Rules".
 10. GECA, as part of its obligations under this Licence will undertake the following activities to promote the environmental certification of the products that have been awarded the right to use the Environmental Choice Australia Ecolabel.
 - The front page of your Licence Certificate will be listed on the GECA website in the certified products section, and the certified products will be listed on the Green Procurement database.
 - A customer telephone and e-mail enquiry service will be hosted by GECA for general enquiries regarding the certification and the environmental attributes of the certified product during normal office hours.
 - GECA will promote the GECA scheme and certified products at exhibitions and events and through various media outlets.
 - GECA may use at its discretion, the certification process and illustrations of the certified products during future seminars to illustrate the value of the Environmental Choice Australia Ecolabel Program to organisations seeking to gain recognition for the environmental performance of products.