

THiNK FURNiTURE™

Improving your quality of life at work.





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Company Overview

Think Furniture Design Limited was created in the spring of 2005 and since becoming a limited company during 2006 has charted a growth in both turnover and company size.

We are an independent provider of furniture solutions helping clients design, create and implement a modern working environment through companies who work both ethically and to high standards both in terms of manufacturing and in terms of their environmental standards.

At Think Furniture we know that initial impressions are very important to how your organization is perceived. We can offer a large portfolio of desk and work furniture from the very budget to the design led, as well as full CAD space planning and other services such as storage, ergonomic assessments and audits

We also understand that the right working environment allows employees to be both productive and helps minimize work-related illnesses such as bad backs and repetitive strain injury. At Think Furniture we always consider the latest DDA Rulings to ensure compliance and access for wheelchair users etc.



Think Furniture Services

Furniture Procurement Services - from budget led through to design and bespoke systems

Project management and installation

Interior design and fit out

Furniture design - bespoke boardrooms to reception units

Full CAD space planning services including three dimensional renders and animations

Workplace assessments including full DSE workplace and ergonomic assessments

Storage systems audits

Chair and furniture evaluations

Free posture and position advice, also training with ergonomic chairs

Creating product standards and specification:

Continuity guarantees

Production/Environmental Certification

Budgetary/Provisional cost

Product warranties

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Company Information

Think Furniture Design Limited

Company Registration No: 5761135

Date of Formation: 29th March 2006

Registered Address

Head Office/Administration:

Kent Telephone House
Unit a5
Continental Approach
Westwood Industrial Estate
Kent
CT9 4JG

Sales/Projects:

New Broad Street House
35 New Broad Street
London
EC2M 1NH

Points of Contact

Telephone:

0870 103 7777 South East
0203 051 1701 Central London
07949 520566 Mobile

Fax: 0207 043 08184

Email: info@think-furniture.co.uk
sales@think-furniture.co.uk



Financial Information

Insurance and Liability Cover:

Full details of policies held and name and address of insurance brokers available will be made available on request.

£ 5 million Public Liability Insurance
£10 million Employers Liability Insurance

VAT Registration No:

Registration Number 808 0688 18

Audited Accounts:

Name and address of Accountants and full details of company accounts available on request.

The Team

Tony King
Director

Sales & Marketing
Design Planning
Contracts
Policies

Vicky King
Director

Project Management
Office Management
Finance

Sara
Kluibenschadl

Finance Administration
Payroll & Accounts
Systems Management

Vacancy

Business Development
Telemarketing
Marketing Campaigns
Database Entry

Tracey Green

CAD
Workplace Design

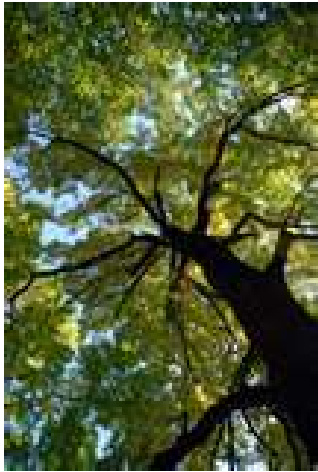


Mission Statement

To help our clients create better working environments to improve employee moral, formats, retention. To build a solid reputation within in our industry sector basis upon:

- Integrity
- Expertise in our field
- High level of costumer focus and service

We will achieve this by maintaining close relationships with our manufacturing partners and by continuously developing both our product portfolio and our employee's knowledge and skill basis.



Environment Policy Statement

Think Furniture Design Ltd accepts responsibility for the pollution its operations generate and the impact its activities have on the environment.

We attach great importance to our environmental performance which we will continually seek to improve through regular management reviews, ensuring our policy is up to date and that our objectives are being achieved.

In our policy the Company undertakes the following key points to achieve this:

- By seeking to reduce our energy use.
- Minimising waste and actively promoting recycling.
- Increasing the use of sustainable and low energy products.
- Meet or exceed all applicable environmental legislation that relates to Think Furniture.
- Continue to ensure our main suppliers have ISO 14001 and FSE accreditation.

Think Furniture will endeavour to raise staff awareness of environmental issues and enlist their support in both improving the Company's performance and in our commitment in working towards attaining the ISO 14001 certification.

Environmental Policy

This Environmental Policy is a statement of Think Furniture Design Limited stance towards the environment in which it operates.

The company aims to reduce its carbon footprint, improve recycling, reduce reliance on packaging, minimising waste, improve efficiencies in all of its operation and will work to achieve ISO 14001.

Employee involvement in environment matters is encouraged at all levels and every member of staff has a responsibility to follow the guidelines this policy provides which exists to advise staff of best practice methods, not only to have a more positive impact on the environment but also social and economic benefits.

The guidelines will be promoted through staff induction and monitored through regular appraisal of working methods in order to assess performance and confirm compliance with relevant legislation.

The Directors are committed to the implementation of this and will authorise the necessary resources to ensure its success and give full backing to those authorised to carry it out.



Disposal of waste

It is important to recycle or dispose of product and components in an environmentally responsible manner. The dumping of waste products is a waste of natural resources and energy - recycling saves energy and natural resources.

- Minimise the amount of paper you use by not printing out emails or large documents which you can read online, and send invoices and remittance slips in PDF format instead of mailing hard copies to clients where acceptable.
- Recycle all non confidential waste paper and card. A recycling box for collection is located within the office.
- Separate household type waste for recycling, such as toilet roll holders, milk cartons, plastic soap bottles, etc.
- Send ink jet and toner cartridges for recycling.
- Ensure IT equipment is data cleaned, disposed of properly and legitimately at the local council recycling centre or donated to local school or charity if appropriate.



Procurement

Every item purchased and used by the company which expends energy from manufacturing, affects the environment through the production process and uses up increasing scarce resources:

- Review the actual need for the product.
- Consider whether suppliers have ISO 14001 and FSC accreditation.
- Can the product you are buying be re-used, refilled, recharged or reconditioned to extend its life?
- Can it be easily recycled?
- Seek alternatives that are ecologically and environmentally friendly.
- Use concentrated and eco-friendly products in kitchen area and toilets eg recycled paper hand towels, toilet and kitchen roll, concentrated washing liquid and hand soap, CFC free air fresheners and cleaning products.
- Where possible purchase recycled stationery or FSC approved paper products.



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Water

Conservation of water is essential both in terms of the increasing droughts experienced across South East England and cost implications.

- Fill kettles with enough water for your needs only.
- Use a plug in the sink or a bowl of water to wash up rather than rinsing cups and plates under a running tap over a plughole.
- Report any leaks or dripping taps.



Heating and Power

Reduce atmospheric pollution arising from consumption of gas and oil burned to provide heating and the excessive use of electricity by:

- Making sure thermostats are not hidden behind cupboards or something that may prevent it from accurately measuring the room temperature.
- Making sure that any radiators or heating grills are not blocked or covered by furniture such as filing cabinets that will absorb the heat.
- Minimising the use of fans in warm weather.
- Making sure that all window blinds are drawn up to allow the maximum use of natural daylight.
- Turning off lights at the end of the working day.
- Minimise the use of IT equipment in the working environment where possible.
- PCs should be set up to enable power saving such as screen savers.
- Turn off all unnecessary IT equipment – leaving items on standby consumes significant amount of electricity.
- When using kettles make sure it is only filled to the level necessary.



Transport & Travel

Our aim is to contribute to the reduction of the environmental effects of travel associated with work through the reduction of local pollution levels of carbon dioxide, hydrocarbons, nitrogen monoxide etc and so reduce climate changing gas emissions.

- Car sharing: work with colleagues to share journeys to and from work.
- Walk or cycle to work if you can.
- Look at public transport for longer distance travel for work related purpose. The company will understand of people arriving late because of bus or train delays.
- Consider using motor cycle couriers for delivering small items within the towns and city.
- Consider an overall reduction in business transport and the possibility of teleconference if personal presence is not essential.
- Consider the possibility of working from home.





Health and Safety Statement

Think Furniture Designs Limited is committed to ensuring the highest standards in all health and safety issues both in the working environment of staff and from start to completion of all projects undertaken.

We are committed to working in accordance with the latest Health and Safety legislation, DDA Regulations and Fire Regulations.

Think Furniture will always work closely with relevant departments at each stage of the project to ensure compliance and that implementation of all procedures remain effective.

Equality Policy

Think Furniture Design Limited is committed to preventing discrimination of any kind encouraging diversity in our workforce. We aim to have a workforce representative of all sections of society, with each employee feeling respected and able to give their best.

We oppose all forms of unlawful and unfair discrimination and this policy exists to provide equality and fairness for all in our employees and prevent discrimination on grounds of gender, marital status, race, ethnic origin, nationality, disability, sexual orientation, religion or age.

All employees whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. Everyone will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise our efficiency.

At Think Furniture we will:

- Create an environment in which different individuals and the contributions of all our staff are recognized and valued.
- Ensure a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Make training, development and progression opportunities available to all staff.
- Promote equality in the workplace as good management practice.
- Review all our employment practices and procedures to ensure fairness.
- Regard breaches of our equality policy as misconduct that could lead to disciplinary proceedings.

This policy is fully supported by senior management and will be regularly monitored and reviewed.



Training and Development Policy

Think Furniture Design Ltd is committed to providing continuous training and development to improve the skills and competence of its workforce in the delivery of services to our clients.

The aims of training are to ensure that all employees are given the necessary help to develop the knowledge, skills and attitude that they require to carry out their jobs efficiently and to provide every opportunity for career development.

RESPONSIBILITIES

The Directors are responsible for the continual monitoring of staff training and development throughout the year and to provide the necessary assistance and encouragement to ensure that objectives are being met, procedures are being followed and that staff fulfillment needs are being achieved.

An internal review of the company training policy and procedures will be carried out every 12 months.

INDUCTION TRAINING

Induction training will be given to all new employees, to familiarise them with the Company's structure and procedures and to illustrate their role within it.

During the early weeks of employment, all employees will receive thorough training in our procedures and policies which will include training in Health and Safety to ensure the protection of the individual and to meet the needs of the company and statutory requirements.

Any gaps in the basic skills of the employee to undertake their full duties will be identified during the induction process and relevant training will be given where applicable.

A record of training will be established for each individual employee and held on their personnel file. This will be updated throughout the lifecycle of their employment to provide an auditable trail of their training and development.

TRAINING ASSESSMENTS

All staff, including new personnel, will have their skills continually assessed by a Director as identified below:

- At the induction stage - any immediate training needs identified by the Director will be organised during the first three months of employment, wherever possible.
- At appraisal stage - it is the company's policy to undertake an annual staff formal appraisal to review performance over the previous twelve months, to identify ways of maximising strengths and improving areas of weakness in the context of achieving the company's aims and objectives. These formal reviews are the main vehicle of reviewing and identifying training needs to improve job performance.
- At the time of an employee being promoted – covering skills required to equip new managers with the necessary skills to manage staff.
- Specific requirements of a project – projects may have unique training requirements that are most appropriately satisfied at project level to ensure the successful delivery of schemes.

TRAINING PROCESSES

The individual in charge of training will have overall responsibility for analysing training needs identified by the processes above and will discuss with the employee the most appropriate and cost effective way of addressing these.

These training needs may be resolved in a number of ways.

- Sending an individual on a course
- On the job training
- Working alongside other members of staff
- Induction Training
- General Training

- Training through IT

EQUAL OPPORTUNITY

In addition to our Equality and Diversity Policy our Training Policy reinforces the view that managers should not discriminate in the provision of training, promotion or career development.

The Directors will ensure that disadvantaged groups are afforded, through training, equal opportunities to career development. This will include the application of appropriate retraining, redeployment and retention policies.

All staff will be trained in the equal opportunities aspects of employee recruitment, training and development.

EVALUATION

As part of Think Furniture's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training and learning they undertake. This information enables us to ensure that the training methods, programmes and organisations being used for training are meeting both the company's and the trainees' needs and that value for money is being realised.

