

# 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:** HEA-2008

**Certification Date :** 29<sup>th</sup> June 2011

**Issued to:** Head Office Group Pty Ltd

**Certified Products:**

Workstation – Sixty Six

Workstation – Green Zone

Workstation – Green Quad

Workstation – Vie System

**GECA Standard:**

GECA 28-2006 v2 Furniture and Fittings

**Address of manufacturing site:**

213/40 Yeo Street

Neutral Bay NSW 2089

**Conformity Assessment Body that completed verification:**

Environmental Assurance Pty Ltd

**Re-certification date:** 29<sup>th</sup> June 2014



**Judy Hollingworth**

Chief Executive Officer

Good Environmental Choice Australia Limited



**Good Environmental Choice Australia**

*"A commitment to credible product information for sustainable development"*

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## Conditions of your ENVIRONMENTAL CHOICE AUSTRALIA LICENCE

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The Conditions of the licence to use the Environmental Choice Australia 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 28-2006 v2 Furniture and Fittings standard are maintained in accordance with the requirements of the Australian Ecolabel Program.
2. The certificate holder shall keep the approved GECA assessment body, 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. The Assessment Body for this licence is Environmental Assurance Pty Ltd.
3. The certificate holder shall give and require the associated product and corporate officer to give the Conformity Assessment Body and its authorized 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 Assessment Body must:

- Arrange periodical 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 Certification Program requirements as advised to you from time to time by Good Environmental Choice Australia;
- Have periodical verifications as agreed with the Conformity Assessment Body at product manufacturing and project sites;
- Implement all corrective action as agreed with the Conformity Assessment Body & Good Environmental Choice Australia;
- Pay all licence fees within sixty days of invoice (licence fees are non refundable);

- Advise the Conformity Assessment Body promptly (within 30 days) of any changes to your product, associated manufacturing techniques or activities that may affect certification; and
  - Maintain a record, accessible to the Conformity Assessment Body, of all customer complaints, environmental monitoring records and corrective action relating to the certified product.
5. The Conformity Assessment Body may conduct additional verification activities in accordance with the certification contract to maintain your certification if you change your products, or if we 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 periodical verification after consideration of advice provided by the Conformity Assessment Body.
  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 unauthorized 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 the Environmental Choice Australia Ecolabel Program.
  9. If the certificate holder fails to meet any of the conditions of certification listed in this Licence, Good Environmental Choice Australia 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. Good Environmental Choice Australia 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 Environmental Choice Australia Ecolabel.
    - The certified products and their environmental characteristics will be listed on the Good Environmental Choice Australia website in the certified products section, and on the Green Procurement database.
    - Company information and an environmental product declaration prepared by the Conformity Assessment Body will be listed on the Good Environmental Choice Australia website.
    - A customer telephone and e-mail enquiry service will be hosted by Good Environmental Choice Australia for general enquiries regarding the certification and the environmental attributes of the certified product during normal office hours.
    - Good Environmental Choice Australia will promote certified products at public exhibitions and events and extend other co-marketing and promotion opportunities to GECA licencees.
    - Good Environmental Choice Australia 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.