



# Sustainability Report 2006

## Managing Director's Statement.

Welcome to our second Sustainability Report 2006. Our first report, published in November 2005 received positive feedback as it detailed simple and practical initiatives that can be implemented by any organisation. Encouragingly, clients and suppliers have introduced some of these initiatives to improve their environmental performance.

After four-and-a-half years of integrating sustainability throughout all levels of the company, we were extremely proud to be selected as a finalist in the prestigious Banksia Awards 2006 in the Sustainability Category. We have been described as a "small company with a big company approach to sustainability".

Since introducing sustainable initiatives in early 2003, we have continued to seek improvements. Our main areas of progress since our last report were • INSTYLE achieved a 24.8% reduction in paper usage overall from the previous year • INSTYLE Sydney achieved an 11% reduction in energy use and greenhouse gas emissions and a 29% reduction in water use from the previous year.

In our first report, we aimed to investigate the use of green energy. Our Brisbane and Melbourne offices have now switched over to 100% green energy, and Sydney will follow upon the expiry of our current electricity contract.

Our extensive knowledge and experience in the area of sustainability has been recognised by our peers. Our Environmental Manager has played an important role in the development of a Sustainable Textile Standard in the USA and was asked to chair two sub-task groups, 1. researching International Textile Standards and 2. Fibre Sourcing.

INSTYLE was also asked to participate in the development of a Sustainable Furniture Standard with the Australasian Furnishings Research and Development Institute.

In the product area, LIFE Textiles continues to be the benchmark sustainable textile collection, and we have plans to broaden this collection during the coming year.

In 2007 INSTYLE celebrates its 20th Anniversary and I would like to take this opportunity to thank everyone at INSTYLE, our customers and our suppliers, for their continued support. I look forward to continue working with our staff, customers and suppliers in reducing our overall environmental footprint.

Michael Fitzsimons  
Managing Director

## ENVIRONMENTAL PERFORMANCE

### Scope of Report

This is INSTYLE's second Sustainability Report and covers our environmental and social performance for the 18-month period from 1 July 2005 to 31 December 2006.

The information is reported on qualitatively, although indicators of paper, energy, water usage and waste are quantitative.

### PAPER USAGE

#### NEW INITIATIVES

- Replaced all virgin paper with recycled paper
- Installed software for email of statements, saving paper, envelopes and postage
- Switched to electronic billing for phone accounts.

#### PREVIOUS INITIATIVES

- Reduce document sizes
- Use of double sided documents
- Use of electronic documents
- Use of electronic archiving for invoices
- Reuse of paper for internal use
- Use of 100% recycled and elemental chlorine free, oxygen-bleached paper and 80% recycled content envelopes.

#### CURRENT MEASURES (for 18 month period)

INSTYLE's average paper use (8.5 reams person / year) is significantly lower than the average of 20 reams person / year (per University of NSW Green Office Rating Tool).

### ENERGY AND WATER USAGE

#### NEW INITIATIVES

##### Energy

In our last report, we aimed to investigate the use of green energy.

- Both our Brisbane and Melbourne offices have switched to 100% green energy
- Our Sydney Office will switch over to 100% green energy when we renew our contract in October this year
- We are encouraging our suppliers to switch to renewable energy as soon as possible.

##### Water

- Installed water regulator devices in existing bathrooms.

#### PREVIOUS INITIATIVES

##### Energy

- Individual light switches are integrated into office design. Lights are switched off when not in use
- Use of energy saving mode on computer monitors
- Computers are switched off at day's end and appliances turned off if not in use.

#### CURRENT MEASURES

The Sydney Office

##### Energy

- Total 262.7 MWh for 18 month period
- Reduced energy use and greenhouse gas emissions per person by 11% and per m2 output by 8% from the previous year

##### Water

- Total 303.65 kilolitres for 18 month period. Reduced water use per person by 29% from the previous year

### WASTE MANAGEMENT

#### NEW INITIATIVES

- Electronic hardware waste was sent for reuse/recycling
- Spare lockers were sold for reuse
- INSTYLE Sydney introduced a compost bin in early 2007

#### PREVIOUS INITIATIVES

- 2003: Recycling systems were installed for paper, cardboard, plastic, food & drink containers, toner cartridges & fabric samples/offcuts
- 2005: Installed a compactor to bale plastic recycling waste. Less pickups results in reduced transportation emissions.

#### CURRENT MEASURES (for 18 month period)

##### Recycling

- Paper + Cardboard 6848 kg
- Commingled 542 kg
- Increased commingled recycling per person by 5.6% from the previous year
- Plastic: 120 bales for 18 month period.

The resources saved from recycling include 98 trees, 20 barrels of oil, 31.2 MWh of electricity, 30.4 m<sup>3</sup> of landfill and 242.1 kilolitres of water for the 18 month period.

This does not include the resources saved via our plastic recycling program. Total recycling waste diverted from landfill was estimated at 63.5 tonnes for this reporting period.

### PACKAGING

Fabric is transported to customers on cardboard cores and wrapped in LDPE plastic.

#### PREVIOUS INITIATIVES

- The message "This LDPE plastic is recyclable" is included on packing slips to encourage customers to recycle after use
- 2005: Redesigned transport packaging to use less material (thickness reduced by over 15%), contain recycled content (85% post industrial recycled content) and enable further recycling. This has been defined as 'eco packaging' by ecospecifier (Australian database of eco preferred materials)
- Cardboard cores are made from recycled cardboard.

### OFFICE PRODUCTS

#### NEW INITIATIVES

- Organic and fairtrade coffee were added to our Environmentally Preferable Purchasing List.

#### PREVIOUS INITIATIVES

- Reuse of stationery where possible
- Discontinued purchasing of disposable plates, cups and cutlery
- Procurement of environmentally preferable products such as recycled paper, envelopes, toilet paper, notebooks, Post-it notes, pencils, ballpoint pens, permanent markers, highlighters, dishwashing detergents etc.

### COMMUNICATIONS

INSTYLE uses the guidelines outlined in the standard ISO 14021 for environmental labels and declarations.

#### PREVIOUS INITIATIVES

- Ecards, not postcards, are sent to reduce paper use
- Christmas ecards are sent, to reduce paper use. The money saved is donated to worthwhile causes/charities
- LIFE Textiles brochures are made from 55% recycled (15% post-consumer), 45% oxygen bleached, sustainably sourced elemental chlorine-free paper using soy based inks and aqueous varnish. Soy based inks are from renewable resources and emit less toxic volatile organic compounds (VOCs).





- Web based and electronic documents are designed with the environment in mind. For e.g. the LIFE Textiles product brochure was reformatted to green text on a white background to avoid using a lot of black printer toner when printed
- Stationery and sampling cards are made from 100% ecf FSC certified and managed plantation wood pulp paper.

## GOING BEYOND

### NEW INITIATIVES

- INSTYLE signed up to GREENFLEET in 2006 and 2007. GREENFLEET plants and maintains native trees that will offset the carbon dioxide emissions for all our sales staff cars
- ECO TIPS are included in our email signatures to promote ecological values
- A Green Office Guide was created for our Brisbane and Melbourne offices to implement
- INSTYLE has expanded our reporting to include our Brisbane and Melbourne offices. Both offices have demonstrated improvements.

### PREVIOUS INITIATIVES

- Staff use personal cups and mugs when buying coffee from outside vendors, avoiding disposable cups
- To promote ecological values, ECO TIPS are included in internal emails, which are emailed to the entire company on a daily basis and changed weekly. This assists employees to be environmentally conscious in all aspects of life
- 100% of staff indicate they are more eco conscious.

## PRODUCT

Our benchmark sustainable textile collection, LIFE Textiles®, is an extremely important part of our action plan to reduce our environmental footprint.

### NEW LIFE TEXTILES® INITIATIVES

INSTYLE released three new textiles within the LIFE Textiles® collection: ATLAS, LUNA and LINE are screen/upholstery textiles made from 100% Australian eco wool™. In addition, four new LIFE Textiles® designs will be released in 2007.

### PREVIOUS INITIATIVES

The existing textiles within the LIFE Textiles® collection are:

- BALANCE - upholstery textile made from 100% eco wool™
- SOURCE - screen/upholstery textile made from 100% Australian eco wool™
- PLANET - upholstery textile made from 100% Australian certified organic wool.

INSTYLE's Environmental Information System is included on product information.

LIFE Textiles® are designed to minimise the environmental impact over the entire life cycle.

LIFE Textiles® are:

- made from eco wool™ or certified organic wool
- locally produced to strict environmental criteria, which builds on best available technologies recommended by the USA EPA and the EU Eco Label.

- beneficial to indoor air quality and certified as low-VOC
- 100% biodegradable or reusable / recyclable through REVIVE®, INSTYLE's reuse / recycling program.

## OUR SUPPLIERS

We have established and maintained excellent relationships with our suppliers.

Two local manufacturers have been licensed by INSTYLE to produce our innovative, sustainable textile collection, LIFE Textiles®. Due to INSTYLE's influence, our suppliers have in turn become more proactive in reducing their environmental impact.

## PROFESSIONAL ASSOCIATIONS

- INSTYLE's Environmental Manager is a Green Star Accredited Professional
- INSTYLE is a Woolmark Key Partner and Licensee
- INSTYLE is an active member of the Commercial Textile Association of Australia and New Zealand (CTA) and the Association for Contract Textiles in America (ACT)
- INSTYLE is a member of the Commercial Furniture Industry Association of Australia (CFIAA).

## GIVING BACK TO SOCIETY

INSTYLE has provided donations such as money, time, resources, skills and knowledge to worthwhile environmental and social groups and students.

### NEW INITIATIVES

- INSTYLE staff have recently started volunteer work at Meals on Wheels to help deliver meals to our local elderly community
- INSTYLE delivers educational presentations to university students on textile design, textile technology and the environment
- INSTYLE takes on students for work experience where they gain invaluable experience within the industry
- In 2004, 2005 and 2006 Christmas cards were sent by email
- With the money saved from cards and postage, INSTYLE donated the money to worthwhile charities such as: • Landcare • Peter Mac Cancer Research Centre • Oxfam • WWF • Breast Cancer Support
- INSTYLE staff participated in the City to Surf to raise money for Medecins Sans Frontieres. Over \$4000 was raised
- INSTYLE staff raise money for Breast Cancer Research, Heart Foundation and The Cancer Council each year
- INSTYLE continues to donate sampling and fabric remnants to charities, child care centres, Reverse Garbage (a local community-run re-use store) and CAT Adoption Teams of the ACT.



INSTYLE **20** YEARS

# 25 ways to make your office more sustainable

- ✓ **Start a library** of eco-products and materials in your office library for others to use as well
- ✓ **Select fabrics** which have come from a rapidly-renewable sustainable source or non-hazardous recycled materials
- ✓ **Use products** and furnishings which have considered the impact of their entire life cycle
- ✓ **Email documents** wherever possible
- ✓ **File** documents/email **electronically**
- ✓ **Proofread documents on-screen** where possible
- ✓ Use **white backgrounds** for documents and pdf files that need to be printed
- ✓ **Buy 100% recycled** paper and envelopes
- ✓ Use printer and fax paper on **both sides**
- ✓ Send necessary faxes by computer and **avoid fax cover sheets**
- ✓ **Use the reduction facility** for photocopying, eg. A3 to A4 halves the paper required
- ✓ **Print** or photocopy documents **double sided**
- ✓ **Reuse paper** for internal use. Tip: create paper reuse trays and label accordingly
- ✓ Use **environmentally benign pigments** in printing keeping potentially toxic metals out of the system
- ✓ Try to **use less ink coverage**, saving water and waste
- ✓ Specify **glues** which emit no VOCs. **Vegetable based inks** also reduce the levels of VOCs and other pollutants emitted in printing processes
- ✓ Turn on and **use the energy-saving mode** (screen sleep) for each computer
- ✓ **Turn off equipment** such as computers, printers and photocopiers at days end
- ✓ **Turn off lights** when rooms are not in use. Tip: Place signs in areas where lights are infrequently used, instructing staff to turn off lights when exiting
- ✓ Buy products from companies that **refill** their packaging
- ✓ Use **energy efficient light globes**, equipment and appliances
- ✓ **Install flow-regulators** or aerating devices on taps
- ✓ **Start a car pool**, and minimise errands to one trip
- ✓ Consider **social impact** in selecting purchase sources e.g; living standards, unemployment rates, education and health care access, fairtrade practices, human rights etc
- ✓ **Switch to** Green Power [www.greenpower.gov.au](http://www.greenpower.gov.au)